

Executive OnBoarding

Coaching the First 100 Days

Beginning a new executive role is exciting. It can also be daunting and overwhelming, with so many people to meet and things to prepare for, think of, do, and accomplish. The role begins as soon as the position is announced and everything the executive does from that moment onward communicates and has a significant impact. The first three months are critical. If the executive gets these early days right, the positive momentum can do a great deal of work for them, making everything that follows that much easier. If they get distracted and lose sight of who they need to be or the vision and culture they need to communicate and foster, this important *first impression* opportunity will be lost.

Executive OnBoarding - Coaching Your First 100 Days is a focused, four-month, confidential, one-on-one coaching engagement designed to ensure an executive will launch most effectively in their new role. It includes an unlimited number of sessions to assist the executive in thinking through how they can most successfully begin and then support them in carrying out those actions throughout their first quarter. They will clarify their top two or three key success outcomes for their first year and what, exactly, they must accomplish in their first quarter to demonstrate early wins and build positive momentum for the remainder of the year. This coaching engagement is most successful when it begins a month prior to the organization's announcement of the new role.

Process:

- Initial stakeholder conversation(s).
- Coach and executive connect through an introductory call to determine fit.
- Assuming a decision to begin, a Statement of Work is sent to the sponsor for approval
- Coach and executive begin, tailoring the process and session schedule to the executive's schedule and needs.
- Early in the process, the coach will ask questions such as:
 - *What are your organization's three most important business imperatives? Correspondingly, what are your most significant leadership challenges and opportunities?*
 - *As you begin, what do you believe needs to be your top two or three success outcomes from your first year?*
 - *What do you believe needs to happen first? Within your first day, week, month? By month two? Within your first quarter?*
 - *What is the vision, values, and culture you want or need to foster, build, live?*
 - *How do you plan to most effectively communicate with your direct reports, peers, the board, the organization as a whole?*
 - *What do you most need in order to onboard seamlessly, effectively, successfully?*
- Coach and executive will meet in bi-weekly Zoom sessions with flexibility to adjust as needed.
- The engagement will involve appropriate stakeholders at the start and/or throughout, as relevant.
- The coach designs the entire relationship in consultation with the executive and tailors it to deliver the success outcomes sought by the executive and his/her key stakeholders.
- All coaching conversations are completely confidential unless otherwise required by law.

- At completion of four months, coach and executive will summarize progress and clarify areas of focus moving forward. Stakeholders will be appropriately involved. If coach, client, and/or stakeholders feel further coaching is valuable, they will discuss options at that time.

Investment: \$20,000 USD (one invoice billed at the start).

Executive Leadership Coach:



Susanne Biro is a coach to C-suite and executive-level leaders. She is also a master facilitator, program designer, *Forbes* and *CEO Magazine* contributing writer, and a TEDx and keynote speaker. For two decades, Susanne has worked internationally with senior-level leaders in some of the world's best companies. Whether coaching one-on-one or authoring, designing, and delivering leadership programs, her passion is the same: to help leaders reach their next level. She is the author of "I Want You To Win!" Coaching Skills for Creative Leadership, a two-day program designed to advance the coaching and leadership effectiveness of senior-level leaders. She is also the co-author of "Together" Executive Team Development, the book *Unleashed! Leader as Coach*, and the corresponding

workshop and Train-the-Trainer program, adopted by organizations like General Electric, American Express, Celgene, Eastman Chemical, Mayo Clinic, salesforce.com, and numerous others.

"Deciding to work with Susanne was the best business decision that I have ever made. I can link my rapid success in transitioning to a new, higher-profile role directly to Susanne's sage advice. The results showed themselves in concrete business achievements—namely the dramatic improvements in our key performance indicators, some of which others had previously written off as unattainable. More surprisingly, however, were the personal improvements that went along with it. As I worked with Susanne week by week, I found myself achieving more than I had before with a fraction of the effort and stress I would have had previously. I find myself recommending coaching in general, and Susanne in particular, to my friends and colleagues who want to find their way to a stress-free, joyous, and productive leadership role."- Jonathan D. Agnew, PhD, MBA, Director, CPSBC, and Adjunct Professor, University of British Columbia



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