



## EXECUTIVE COACHING NETWORK®, INC.'S (EXCN'S) STARTER GUIDE FOR YOUR JOURNEY TO FIND AN EXECUTIVE COACH

When you are thinking about hiring an executive coach for yourself, your team, or another individual in your organization, it is useful to consider the following guidelines and questions:

1. Know what you are trying to accomplish. What is the objective of the executive coaching?
  - a. Improve my performance.
  - b. Improve team performance.
  - c. Improve the interpersonal skills of a person on the team.
  - d. Build an executive's competence level on a specific task, e.g., public speaking, dealing with the board.
2. Know the success indicators upfront. How will things be different if the coaching is successful?
  - a. My performance improves. *I know this because I have more people doing higher quality work in less time at improved cost effectiveness.*
  - b. My team has become a high-performing team. *I know this because, for example, there is more trust, accountability, ability to manage conflict, and results are better.*
  - c. The interpersonal skills of the individual receiving coaching are improved. *I know this because, for example, retention is higher in that individual's department.*
  - d. The person for whom we hired the coach is better at "X."
3. Identify resources. What is my budget and over what period of time?
  - a. Coaches can work on an hourly, a quarterly, or a six-month basis; how will I hire a coach with this budget?
  - b. Can I work out a deal with the coach for company stock or some other form of payment?
4. Commit time. What amount of time am I willing to commit myself and others for the coaching process?
  - a. Can I put time aside each day to do my coaching assignments?
  - b. Will I put time aside for others who are being asked to participate in the coaching engagement?

- c. What kind of interaction will I have with the coach?
5. Determine how to best identify a coach. How do I find a coach?
- a. Industry or company peers.
  - b. Industry networks or associations.
  - c. Web review.
  - d. Human Resource organizations.
6. Think about some probing questions. What kinds of questions should I ask the coach?
- a. What is your coaching philosophy?
  - b. What kind of experiences do you have with situations that are similar to the one I am describing to you?
  - c. How do you work?
    - i. Face-to-face
    - ii. Phone
    - iii. Videoconference
    - iv. Email
    - v. Web
  - d. May I phone several references?
  - e. What are your typical rates for the kind of coaching I am looking for?
  - f. If I need you at times other than our "appointed" times, would you be available?
  - g. What is the exit plan if the coaching isn't having the intended impact?
  - h. What is the upfront plan to "Sustain Success" after the coaching?

After you have reviewed these questions, please feel free to contact us to schedule a time to talk about your coaching challenges. At EXCN, we care beyond the contract; if we are not a match for you, we will help you on your journey to find the appropriate coach for your needs. At EXCN, our Core Values determine our actions; our Core Values are to Act with Integrity, Collaborate as Partners, Work without Borders, and Enjoy What We Do.

**Contact information:**

714-278-9399

[contact@excn.com](mailto:contact@excn.com)