

Preparing for a Coaching Session

Executives Preparation Questionnaire

1. What would you like to achieve from the coaching engagement?
 - I would like to work on being a motivational leader. I often find I am overwhelmed with the work I am doing and therefore don't take the time to be the type of leader my team needs. I end up being bossy and not encouraging them to foster their own vision.
2. What motivates you?
 - I am motivated by work. Doing a good job and others who work at a high caliber.
 - I am motivated to be a better professional able to inspire those around me to do better
3. How do you tend to sabotage yourself?
 - By being too busy to get organized.
4. How do you best learn? What is your learning style?
 - By doing and by teaching others
5. How do you release stress?
 - Being social - even after a hard day I like to meet friends and talk rather than go home.
6. How do you enjoy yourself?
 - Spending time with friends, travel and eating!
7. What do you do to look after yourself on a regular basis?
 - Exercise
8. What do you think are your weak points in life?
 - While I am organized at work I am totally disorganized in my personal life. I have trouble organizing
 - Usually I neglect things I should be self-motivated to take care of. If someone else is counting on me to do something I'll do it every time.
9. What are your strong points?
 - I have lots and lots of energy, I love my work, I am super social, and I have a big personality.
10. What have you given up in life? (i.e. I'll never have time for all my priorities or I'll never be truly happy)
 - I've given up financial security for my work
11. When were you happiest in your life? Why?
 - I am very happy right now! I love my work and get so much motivation and energy from it.

12. When were you unhappiest in your life? Why?
13. If you could have anything in the world what would it be?
 - The ability to do what I love and have financial security and be near my family.
14. What do you want the rest of your life to be about?
 - To constantly strive to be a better leader - that can inspire others to create a better world around them.

Specific to professional life

1. What are your three biggest strengths for fulfilling your role?
 - Experience with our organisation
 - Energy and vision for the organisation
 - My team looks up to me as a leader in the organisation
2. What are your three biggest challenges to fulfilling your role?
 - Being able to give my team what they need and not just saying the 1st thing that comes to mind
 - I am the leader of the organisation and no one else shares the responsibilities of vision or vision for holding people accountable
 - Not having guidance of any boss or a strong board I am answerable to.
3. What three things if accomplished would make your role easier to fulfill?
 - Systems and processes in place that will help me ensure people are fulfilling goals, staying in budget and maintaining the vision/mission of the organisation
 - Greater capacity of staff
 - Someone who can take some of the administrative responsibility from me.
4. What are the three biggest challenges in your organization currently?
 - Leadership - all being with me
 - Only now growing staff leadership
5. What are your top three values and how do they match with that of the organization. (Please mention a % for the match)?
 - Professionalism - 70%
 - Honesty of self- 70%
 - Valuing what is important - taking time to acknowledge people/things that are important - 80%