

Executive Management Coaching and Mentoring Centre

frontline management institute



Executive Management Coaching

Executive Management Coaching Services are provided by fmi's Executive Management Coaching and Mentoring Centre for executives, managers and other leaders. We deliver executive management coaching programs for organisations and executive coaching for individual managers who wish to develop their own skills.

Executive management coaching provides a cost effective way for managers to develop and enhance their management and leadership skills.

Executive management coaching is tailored to the needs of the individual and the organisation. Coaching is carried out by an appropriate agreed mix of meetings, phone and email contact.

Where is coaching available?

Face to face executive management coaching is currently available in Sydney and Melbourne and coaching is available throughout Australia and world wide through phone and email.

What areas does coaching cover?

The Executive Management Coaching and Mentoring Centre will tailor a program specifically for a manager's development needs. Our coaches work out specific goals with you and deliver a structured yet flexible coaching program to achieve these goals. Our work is competency based so that you focus on applying competency in the workplace rather than just have a theoretical understanding.

Areas covered by the Executive Management Coaching and Mentoring Centre include these listed below. Coaching participants and their organisations can select a range of areas to be covered or focus on specific aspects:

- Management skills
- People management
- Leadership
- Presentation skills
- Developing teams
- Strategy
- Operational planning
- Interpersonal skills
- Time management, goal setting and work priorities
- Performance management
- Customer service management
- Work safety
- Learning and development in the workplace
- Stress management and work and life balance
- Change management
- Marketing for small business
- Business writing skills
- Continuous improvement

Unique coaching resources

The Executive Management Coaching and Mentoring Centre provides fmi Coaching Learning Guides and other resources in a number of management areas to support individual development.

How does executive management coaching work?

Executive management coaching involves an agreed mix of interactions between the coach and the person being coached. These include:

- Face to face meetings
- Telephone conversations
- Email
- Skype
- Online messaging

An initial meeting is held with the coach and coaching participant to determine mutual suitability. If the organisation has a sponsor for this coaching then it is advisable that the sponsor is present at this meeting.

Following agreement to proceed the first coaching session will focus on scoping and determining specific goals for the coaching. A situational analysis is carried out to determine the current leadership situation and opportunities and issues affecting the coaching participant. An initial coaching agreement is written in the first month.

Analytical tools can be used to determine current levels of competency. If behavioural analytical tools such as Myers Briggs or DISC are required these can be scheduled into the coaching program as an extra.

Coaching can be at a variety of levels from Intensive to Maintenance levels. As a guide the following table illustrates three levels. A coaching program can mix Intensive, Standard and Maintenance levels according to the requirements of the participant and the organisation.

Level of Coaching	Frequency of Contact	Face to Face Meetings per Month (1.5 hour meetings)	Telephone Contact per Month (number of calls up to 20minutes)	Emails per Month	Coaching Guides per Month
Intensive Coaching Program	Weekly	2	2	2	1 guide per month
Standard Coaching Program	Fortnightly	1	1	2	1 guide every 2 months
Maintenance Coaching Program	Monthly	1 every 2 months	1	1	1 guide every 3 months

How long does coaching take?

Most coaching contracts begin with a 6 month period and then extend as required in 3 month segments.

Can coaching lead to a professional development qualification?

Executive Management Coaching can be linked to professional development through the Frontline Management Institute's accredited Diploma of Management program if this is desired.

Can coaching be combined with training courses?

Coaching participants can attend, by arrangement, the Frontline Management Institute's training courses in Sydney which focus on specific areas such as Time Management, Management Skills and People Performance Management. A full list of training courses available together with fees is listed on fmi's public course calendar.

Contact the Frontline Management Institute

For more information and to discuss your needs please contact the Executive Management Coaching and Mentoring Centre at the Frontline Management Institute

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Location & Post

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