

Name
Organisation



RE: Assessment Report

Date

Dear ,

Thank you for your time to meet and explore how coaching with me can benefit your professional and personal development.

The following report is my understanding of our conversation and an initial assessment of your use of communication abilities in the context of Leadership. It is very important to remember, while reading this report, that this assessment describes the over- or under-use of skills and is not a static assessment without possible change. The percentages are based on extensive research in the field of communications on how others receive our message: only 7% through our words, 38% through our verbal abilities and 55% through our non-verbal abilities.

Please read the report carefully. Should you be happy to progress with the suggested programme, then we will discuss the report in our first session; should you wish not to proceed, I would appreciate to hear your findings on the report and be happy to clarify any queries you may have on it.

This report, as well as the coaching programme are absolutely confidential and will not be discussed or passed on to any third party without prior consent, either from you or from me. It is advisable to discuss with your manager and/or other relevant parties in your work what they expect from this programme and in what format they would like, if any, feedback on your progress. This is entirely up to you, but needs to be discussed and agreed before our first session, so you can include me in any possible agreements.

Assessment:

(7%) Words: [Name] has a well-developed use of words. When talking about his work and describing his requirements he was to the point and used both practical as well as emotive language. In other, more unprepared part of the conversation he used a bit more words, but never elaborated. [Name] may develop the use of stories, but overall [Name] is affectively using his range of words.

(38%) Verbal communications: [Name] has an easy-to-listen to voice, that can get lost in his lack of variation in pace, volume and pitch. This lack of variation can make it difficult to differentiate between what is most important to [Name] and what is less important; what [Name]’s passionate about. The voice is “the muscle of the soul” and resonates at its best when used as such. I noticed [Name] talking easier when still, then ‘in motion’: his vocal use became more hesitant. This may indicate a need to develop ‘thinking on the feet’. [Name] is presently under-using his vocal abilities for impact.

(55%) Non-verbal communications: [Name] has a lovely, kind presence with strong attention. [Name]’s strength lies in his attention through focussed eye contact and wide warm smile. There seems to be an insistence in this focus, as the rest of his body does less, neither through movement itself nor through use of space. Sometimes the smile does not fit with the more serious content of the conversation and may indicate a sign of shyness – a habitual expression. Both in walking and sitting [Name]’s posture appear strong from the upper-body up, but less developed from mid-posture down; indicating a possible need for grounded styles. With [Name]’s stillness and focus, there is a need to develop leadership presence and energy. At present [Name] is not fully using his highly potential non-verbal abilities.

Content: [Name] explained to me his career path in [Organisation] and what his role at present is. He is looking for coaching to develop Leadership abilities, of which he identified one described as 'less detail and more bigger picture'. [Name] finds himself at the point of wanting to explore the 'what next' for renewed motivation and energy. Finally, linked to both these requirements is [Name]'s wish to develop clarity in his messages.

Conclusion

[Name] appears to me as a quietly confident leader who needs techniques to keep clarity of internal focus and the skills to express these in various ways with the necessary stakeholders on the way. This goes for personal and professional leadership. There is no doubt in my mind that practice in strategic thinking and various styles will accelerate [Name]'s progress.

Focus Points

As a possible framework for our work together, [Name] may wish to consider Emotional Intelligence (EQ). EQ measures our non-cognitive abilities in dealing with Life's challenges and has proven to be a large component for successful Leaders. Star Performers can be identified and developed through EQ.

Suggested Programme:

The programme will be structured as follows:

1. (optional)

- [Name] to fill out the EQ-inventory questionnaire on-line
 - Petra to create and pre-asses the Leadership Profile
2. Six coaching meetings of 2 hours to develop [Name] on the following Focus Points from this assessment report (optional: in the context of developing EQ)

- * Presence & Impact
- * Breathing techniques
- * Self-Actualisation

- * Strategic Thinking & Planning
- * Conflict Handling
- * Adaptability in Leadership styles

3. Optional part of the process that may benefit your progress may be:

- a. a 3-way conversation with your managers (no extra cost)
- b. observing you in action (leadership meeting / presentation / ... @ hourly fee)
- c. a 360-feedback EQ report (€485)

I trust this covers our conversation and assesses where you are. The coaching programme has the obvious flexibility to work through other topics or challenges you want to bring, as they come up.

We can work in a room away from your office or in a comfortable room in [Organisation], where you won't be / feel interrupted.

I would be delighted to work with you as your Executive Coach, and look forward to hearing from you soon.

With kindest regards,

Petra Costigan-Oorthuijs
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