



Coaching Program Guidelines and Rules

Document for Participating Coachees
Version 1.1. Date: Aug 10, 2024

Overview

This document provides an overview of a typical coaching assignment by Transform Management Consulting.

Note: in this document, the words “coachee”, “client” “you” or “your” refers to the individual, who is taking the coaching session guided by the coach.

1. Purpose of the Policy Guideline

This coaching Program Guideline and Rules document aims to establish a unified understanding of the benefits and implementation of a coaching program. Recognizing that some participants may be new to coaching, it is our collective interest to manage expectations to the mutual satisfaction of all stakeholders involved.

2. Definition – Coaching

Coaching is a partnership with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential. (<https://coachingfederation.org/about>

This partnership honors the client as the expert in their life and work, and believes in their creativity, resourcefulness, and wholeness.

The coach's role is to:

- support the client in identifying goals,
- developing strategies, and...
- taking action to achieve those goals,

while also fostering client autonomy in the coaching process.

The coaching relationship is centered on the client, focusing on their needs and goals, and is grounded in ethical standards and best practices.

3. Coaching Methodology and Approach

Transform's programs are typically done in harmony with the methodology and approach of the international Coaching Federation (ICF). Coaching is a client-centered approach, focusing on fostering self-awareness, setting clear goals, and facilitating sustainable behavior change. The methodology revolves around the core principles of active listening, powerful questioning, and providing non-judgmental support to empower clients (the coaches) in achieving their desired outcomes.

4. Recommended Frequency and Duration of Sessions

We recommend that the coaching sessions are scheduled for every 4-6 weeks in a coaching program that is typically between 6-12 sessions. Each session is 60 minutes long.

5. Scheduling the Sessions

The Humanizing Growth Platform offers the opportunity to schedule the session without the need for extensive coordination on various channels. Click here to find your coach and schedule a session: <https://www.gleac.com/transform>

6. Rescheduling the coaching sessions

Unexpected things can happen. Therefore, we understand the exceptional need to reschedule a session. Please follow the process of rescheduling below:

- 1) Any party (coach or Coachee), who needs to reschedule a session booked should contact the other party immediately, when a rescheduling need arises.
- 2) Refer to the Calendar invite or email sent to you indicating the date and time booked.
- 3) Click the Reschedule button or word
- 4) Follow the instructions. Agree in a new time for the session.
- 5) Save the new session calendar invite when received

Notes:

- a) We recommend booking a date as close to the originally planned coaching session date as possible to keep the rhythm, flow, and the coaching process as intact as possible.
- b) Reschedule up to 24 hours prior to the session. Rescheduling requests within 24 hours will be considered as "No show" and are not replaceable.

7. "No show"

"No Shows" are sessions when and where you do not show up. Cancellations and rescheduling requests within 24 hours will be considered as "No show" and are not replaceable.

Notes:

- Show respect and commitment to the coaching process and avoid "No Shows."

8. Roles and Responsibilities

The following section provides an overview of your roles and responsibilities and those of your coach.

8.1. Roles and Responsibilities of the Coach

In a corporate coaching arrangement, coaches play a crucial role in facilitating the development and growth of individual leaders or teams within the organization. Your coach will have the following typical roles and responsibilities:

a) Creating a Safe and Trusting Environment

Coaches create a safe and trusting environment where you feel comfortable expressing yourself, exploring new ideas, and taking risks.

b) Empowering Self-Reflection

Your coach will encourage you to engage in self-reflection and introspection, fostering greater self-awareness and insight into your thoughts, feelings, and behaviors.

c) Building Confidence and Resilience

Your coach will support you in building confidence and resilience, helping you overcome challenges, setbacks, and limiting beliefs.

d) Facilitate Growth and Development

Coaches act as facilitators of growth and development, helping you identify your strengths, areas for improvement, and goals for personal or professional advancement.

e) Goal Setting and Action Planning

Your Coach will collaborate with you to establish clear and achievable goals and develop action plans to support goal attainment.

f) Providing Objective Feedback

Your coaches will provide objective feedback and insights helping you gain clarity and perspective on your behaviors, actions, and decisions.

8.2. Your personal Roles and Responsibilities

You, the individual being coached (referred to as the "Coachee") have several roles and responsibilities to ensure the effectiveness of the coaching engagement. Here are the typical ones:

a) Openness and Transparency

The Coachee is open and transparent with the coach, sharing relevant information, experiences, and challenges that may impact their professional development.

b) Accountability

The Coachee takes ownership of their actions, decisions, and progress towards achieving their goals, holding themselves accountable for their commitments.

c) Feedback and Communication

The Coachee provides feedback to the coach regarding the coaching process, including what is working well and areas for improvement, to ensure the coaching relationship remains productive and beneficial.

9. Transform Contact and Support

- Platform related issues will be handled and support will be provided using HG.Platform@transform.com.sa or info@transform.com.sa. We commit to replying to you within 12 business hours. In case of emergency, send a WhatsApp message to +36 70 949 1214