



Unique Personal & Group Effectiveness Coaching Process

This process uses a blend of group sessions and individual meetings to allow each participant to develop and implement a Personal Effectiveness plan which is monitored and supported by the participant's manager.

The Process

- Meet with the group of participants to discuss the process and the steps. (This could be as part of or immediately following a regular management meeting)
- Have each participant complete a Management Effectiveness Profiling System (MEPS) assessment which includes a self- assessment and 5 observer assessments. MEPS measures 14 specific management characteristics and provides information to be used to improve each participant's management performance.
- Conduct a 2-hour individual meeting with each participant to discuss the results of the MEPS assessment and develop a personal plan for development.
- Conduct a series of 2-hour group sessions with participants to discuss their objectives, what has been accomplished to date, any obstacles they have encountered and their action plans prior to the next meeting. There will be between 4 and 6 group sessions.
- Periodically update the manager on the progress being made in the process. This can be done in person or by telephone. The expectation is that the manager will be made aware of what the individuals are planning to achieve and that the manager will provide support and encouragement as progress is made. The manager may share concerns directly with participants and with the coach so that obstacles can be addressed.
- Each individual participant can have one-on-one access to the coach by phone, email or setting up a meeting.



The External Coach

The coach will be Greg Schinkel who has a wide range of experience from the shop floor to senior management. He has coached others to personal success and understands the motivational factors and performance tools required to achieve success. Steve Jones may assist in the process as a co-facilitator/observer.

Investment

- The MEPS assessments are \$370 per person and include the self and five observer assessments.
- Each 8-hour block of time, whether spent with the group, the manager or individuals will be at the rate of \$1,900. There is no charge for travel time to and from meetings.
- A retainer fee equal to the cost of the MEPS assessments, plus the first 8-hour time block, will be invoiced upon approval to proceed.
- As the initial time block is exhausted, an additional time block will be invoiced, along with any travel/mileage expenses accumulated.
- Client can cancel the coaching process at any time by paying for time delivered. Materials are non-refundable. Any difference will be charged or refunded accordingly.
- Some sessions may be conducted by telephone to reduce travel expenses.
- Travel and mileage expenses are extra at \$0.40 per km and out of pocket charged at cost.