



The Broxburn Drive Process of Coaching and Mentoring

Coaching and Mentoring is one of the tools from Broxburn Drive that will improve personal performance. It has a structured, disciplined framework, delivered in a bespoke style to suit each Individual and Organisation.

Stage one. Defining the desired outcomes from the coaching intervention.

Broxburn Drive will meet with the Line Manager and HR Advisor to receive and discuss the desired outcomes of the intervention; and agree a formal brief for the Coach.

Stage two. Data to be produced by the candidate in advance of the first meeting.

“The world in which I live”; Psychometric Profile; Performance review

Stage three. The first meeting of coach and candidate.

Agenda

1. Present and discuss “The world in which I live”; Psychometric Profile; Performance review.
2. Agree actions for the next 30 days.

Outcomes Desired

Understanding of obstacles to be overcome; 30 day objectives; Action Plan, Measurements;

Stage four. Data to be produced by the candidate in advance of the second meeting.

1. Responses to a series of bespoke questions about the key individuals whose support the candidate agrees is essential if the goals are to be achieved.
2. Understanding of self; what words do people use to describe you to others, what words would you like them to use in future.
3. Objectives for self; what are they, what are the challenges, how will they be mitigated.
4. Business objectives; what are they, what are the challenges, how will they be mitigated.

Stage five. The second meeting of coach and candidate.

Meeting Agenda

1. Review progress since first meeting. Present and discuss material produced in advance of the second meeting.
2. Agree actions for the next 30 days.

Outcomes Desired

Understanding of obstacles to be overcome; 30 day objectives; Action Plan, Measurements;

Stage six. Review meeting of Coach, Line Manager and HR Advisor.

The coach gives and receives feedback as to the progress made by the candidate so far, and any further instructions and advice should the sponsor wish the coaching to continue.

Stage seven. Ongoing support.

This can be a mixture of Face to Face, Skype webcam meeting, E mail, or telephone interactions.