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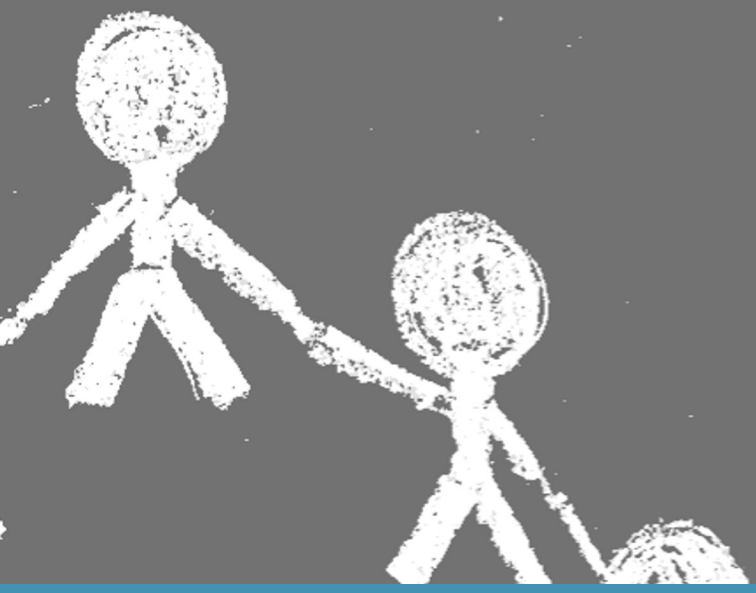
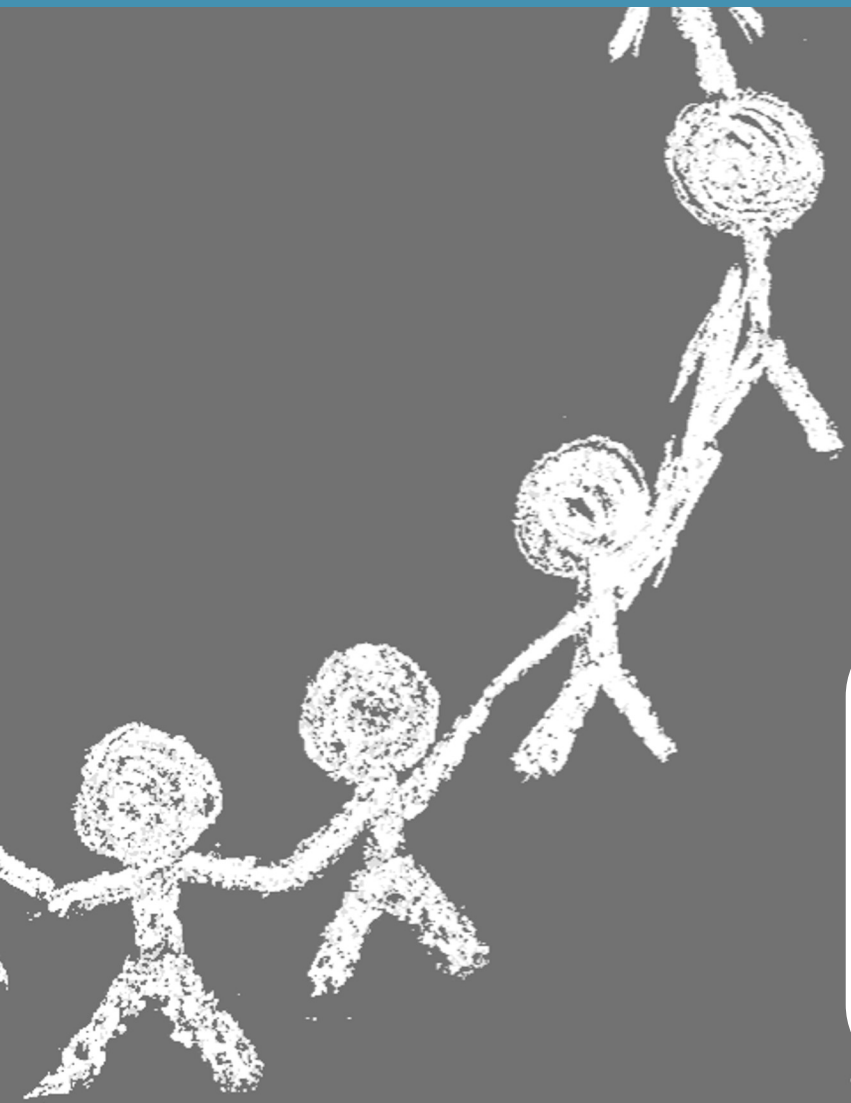


HPT Leadership Coaching

1:1 Executive Coaching Quickstart



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Individual Executive Coaching Programs

About Executive Coaching for Leaders

Executive Leaders are constantly juggling the strategic, operational and supportive demands of not just their leadership team but of the whole organisation. The challenges many leaders face could be summarised by the phrase *'trying to keep all the plates spinning'.*

Being an effective Executive Leader requires us to be able to: (1.) work 'supportively' with those we lead as well as (2.) work 'strategically' on our operational plans and objectives – all the while (3.) making sure we look after our 'self' care – optimising our own wellbeing. We refer to these as 'The 3 Circles of Leadership'.

HPT Individual Executive Coaching Programs are a tailored series of individual coaching sessions held over 6-12 months which provide Executive Leaders with reflective space, support, accountability and an opportunity for further growth and development.

Executive Coaching Sessions: What actually happens?

HPT Individual Executive Coaching Sessions are run one-on-one, face to face either virtually or onsite. A typical coaching session runs for 60 minutes with the timing of agenda items adjusted flexibly - pending individual needs (see example Agenda below). Often sessions are closer together (weekly/ fortnightly) during the *establishment phase* and then more spaced out (monthly/ bi monthly) in the *growth and development phase.*

EXAMPLE Executive Coaching Agenda (60mins)

Item/ Focus	Description	Lead	Time
Item 1 ***Inclusion***	**Welcome & Warm Up** • **Purpose:** *To provide executives with support, accountability, growth and learning (in order of priority) around their identified coaching goals.* • **Attitude:** *'You get out of it what you put into it' - acknowledging the Learning Pit, and the need to dig deep & tolerate discomfort.* • **Ground Rules:** (esp. Confidentiality) • **Warm Up:** One word barometer and icebreaker (Level 2/3)	Coach Both	3 mins
Item 2 ***Support***	**Update Tool Review*** • Stepwise review of Leadership Update Tool since last session noting Leadership Priorities, Success, Challenges & Hot Issues **Where possible email completed 'Update Tool' to coach at least 24 hours prior*	Coachee	7 mins
Item 3 ***Support***	**Hot Issues** • Step 1: Identify key issues raised in Leadership Update Tool and solicit for any other items (Hot Issues selected by Coachee) (3-4min) • Step 2: Top 3 issues discussed in 7 minute cycles (2min explain/focus question / 4min discuss / 1min takeaway action)	Both (Led By Coach)	25mins
Item 5 ***Growth/ Learning***	**Leadership Growth Area Discussion** • Coach & Coachee discussion on a selected area of growth and development	Both (Led By Coach)	15 mins
Item 6 ***Accountable***	**Key Forward Actions/ Priority Relationships** • Consolidation of key forward actions and priority relationships in focus	Led by Coachee	8 mins
Item 7 ***Accountable***	**Close** (Barometer, Satisfaction Score (1-10) & Summary of Takeaway Actions) **Next Session Date/Time:**	Led by Coach	2 min

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HPT Leadership Update Tool

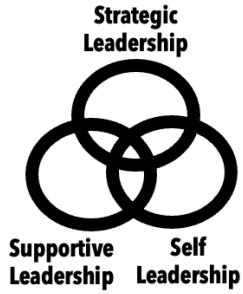
EXAMPLE

Name	Sue Smith
Date	5 June
Barometer	Rushed

Current Priorities In Focus:

"If you have more than three priorities, you don't have any," Jim Collins

Strategic Leadership *(planning, delivery & performance)*	Finalising our school wide meeting cycle for next term
Supportive Leadership *(leading teams & individuals)*	Check-in with all team members & extra Team Huddles
Self Leadership *(wellbeing & personal growth)*	10,000 steps daily & review/update Life Strategy



Leadership Successes and Challenges:

		Description	Impact	Action
Successes	**Last Week**	All cohorts using reading program	Key deliverable on AIP	Share data in staff mtgs
		Team 'Above & below line' docs done	Consistency for all staff	Update HPT team data walls
	Next Week	All cohorts using Team Profiles	Increased sharing & engagement	Showcase in staff meetings
		School art show	Parent & community engagement	Check in with organising group
Challenges	**Last Week**	Behavior issues, PBL non-compliance	Teacher stress & escalations	Confirm PBL protocols w' staff
		Staff sickness & juggling workloads	Long hours filling gaps - stress	Personal thankyous & check-ins
	Next Week	Staff shortage – specialist teachers	Timetable pressure, staff stress	Share timetable coverage plan
		School supervisor visit	Higher leadership team workload	Organise and prepare ahead

Work/Life & Wellbeing:

On Track	Off Track
Family Time	Exercise
Finances	Screen Time
Relationship	Snacking

HPT Team Systems

	On Track	Off Track
Team Data Wall	✓	
Team Activity Cycle		✓
Team Pulse/Boosters	✓	
Team		✓

The 'HPT Leadership Update Tool' ensures each coaching session is focused on your individual needs!

Hot Issues *(focus on day-to-day leadership & operational issues)*

Describe the Issue	Describe Impact / Risk
Staff wellbeing and workload	Rising sick leave, long hours, personality
Managing curriculum changes	Poor assessment results in curriculum not
Conflict between middle leaders	Mixed messages to staff and increased stress

Priority Relationships *(focus on relationships with key staff and stakeholders)*

Name	Critical Issue	Forward Strategy
PBL Team	Schoolwide rollout delays	Co-attend all PBL meetings
Student leaders	Confirm presentation for assembly	Meet with student leaders to finalise presso
Deputy Principal	Finalise development plan	Schedule for end of week and complete pre-work

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Name	
Date	
Barometer	

HPT Leadership Update Tool

Current Priorities In Focus:

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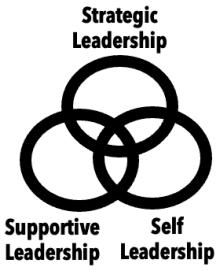
Strategic Leadership *(planning, delivery & performance)*	
Supportive Leadership *(leading teams & individuals)*	
Self Leadership *(wellbeing & personal growth)*	



Leadership Successes and Challenges:

		Description	Impact	Action
Successes	Last Week			
	Next Week			
Challenges	Last Week			
	Next Week			

Work/Life & Wellbeing:

On Track	Off Track

HPT Team Systems

	On Track	Off Track
Team Data Wall		
Team Activity Cycle		
Team Pulse/Boosters		
Team Meetings		

Hot Issues *(focus on day-to-day leadership & operational issues)*

Describe the Issue	Describe Impact / Risk	Action / Solution

Priority Relationships *(focus on relationships with key staff and stakeholders)*

Name	Critical Issue	Forward Strategy