



## First 100<sup>®</sup> Coaching Fast Start in the First 100 Days

### **An Introduction**

As leaders take on new roles, they need to learn the ropes quickly to deliver top performance. Stepping into a new role often means rapidly identifying what is most critical for the early days, while simultaneously laying the foundation for long-term success. At the same time, new leaders must let go of approaches that may have been critical to past success but are irrelevant to success in the new role. An executive coach can help ensure a successful transition.

### **Description**

First100 Coaching helps leaders get up to speed quickly in their first few months in a new role. Leaders use the Five Agendas as a framework to identify priorities, ensuring that they have a comprehensive plan to address all key areas.

- **Leadership Agenda:** Setting the tone for leadership; defining core leadership values and principles; demonstrating organizational savvy
- **Business Agenda:** Defining strategic priorities; outlining short-term and long-term action plans for accomplishing significant results with speed and quality
- **Relationship Agenda:** Establishing positive working relationships with important stakeholders; proactively networking and building relationships to ensure long term success
- **Personal Agenda:** Managing time and priorities; balancing work and family; maintaining motivation and focus
- **Learning Agenda:** Identifying strengths and weaknesses in the new role; establishing a development plan to prioritize and build capabilities as needed

The majority of the coaching is conducted in the first three months of the leader's new assignment, which is often the most critical time. Where needed, First 100 Coaching also helps leaders smoothly transition from the previous position, which dramatically improves their chances for success in the new role.

### **How It Works**

Ideally, First 100 Coaching begins before the leader's first day on the job, so the coach and leader can work together to plan for initial meetings with the new team and other key stakeholders. The coach is briefed in advance by the leader's organizational sponsors (typically the person's boss and HR) to make sure the coach understands expectations and challenges. Although First100 Coaching is ideal at the outset of a leader's new assignment, participants can benefit from coaching that begins any time in the first six months. First100 Coaching is customized to each leader. The following description is representative and can be easily adapted to suit your needs.



#### **INSIGHT**

- In the first meeting, the coach and new leader analyze each of the Five Agendas to determine how to best use the coaching process. This involves analyzing the relevant strengths and development needs of the leader, the current organizational climate, and the business demands.

#### **MOTIVATION**

- Coaching on each of the Five Agendas is tied directly to the leader's personal and professional goals, as well as to key organizational challenges.

#### **CAPABILITIES**

- Coaching focuses on strategizing how to handle specific situations directly related to critical priorities, building the skills to handle those situations, and enhancing the leader's ability to learn quickly and effectively in the new role.

#### **REAL-WORLD PRACTICE**

- In each session, the coach and leader work together to identify current priorities and develop a plan of attack for each one. The coach ensures that the leader looks at the full array of issues to prioritize the most vital for achieving both short-term and long-term results.

#### **ACCOUNTABILITY**

- Between sessions, they stay in touch to prepare for major meetings, review organizational communications, and stay abreast of ever-shifting priorities. In addition, a brief review session is scheduled at the 100-day point, to summarize learning's and prioritize action for the next three months. The coach continues to be available for ongoing support and coaching.

First 100 Coaching makes a difference in how quickly and how smoothly a new leader gets up to speed. Minimizing risk and enhancing time-to-performance helps the leader, the team, and the organization achieve better results.

For more information on how we can help your company gain a leadership advantage, call your local Simply Life India office or visit [www. Simplylifeindia.com](http://www.Simplylifeindia.com).