

## Things to Work on With Your Leadership / Executive Coach

### Leadership Success

- Getting the most from your Leadership/Executive Coaching engagement
- Being an inspiring and encouraging leader
- Creating a collaborative work environment
- Employee retention
- Hiring and firing well
- Becoming a more effective negotiator
- Making effective business decisions
- Applying leadership models to day-to-day work (e.g., Situational Leadership, Servant Leadership, Leadership Agility)
- Meeting management (in-person, remote, and hybrid meetings)
- Fostering creativity and innovation in yourself and those you lead
- Leveraging your strengths
- Using your values in your work to gain deeper fulfillment
- Executive presence
- Personal branding
- Increasing your presentation skills
- Increasing your problem-solving skills
- Becoming more flexible, agile, and resilient
- Managing company culture
- Career management
- Career planning
- The First 90 Days
- Creating your professional legacy

### Managing Employee Productivity

- Giving clear expectations
- Developing employee goals
- Effective delegation
- Creating accountability
- Empowering your staff
- Giving constructive feedback

- Giving positive feedback
- Motivating your employees

## Effective Communication

- Becoming a more effective communicator
- Adjusting the message and presentation for your audience
- Increasing your listening skills
- Increasing your staff and peer coaching skills
- Creating and communicating your leadership vision
- Communicating your company's (and/or Department's) vision, mission, values, and goals

## Managing Business Relationships

- Being more assertive
- Managing conflict more effectively
- Using power and influence to get things done
- Dealing with difficult people
- Navigating company politics
- Managing your peer relationships
- Managing your relationship with your boss
- Managing customer and vendor relationships
- How to find and utilize a mentor and/or a champion
- Building your professional network
  - Leveraging LinkedIn

## Managing Teams

- Leading remote teams
- Team building
- Building trust in teams
- Understanding the types of teams
- Team decision-making processes
- Building consensus
- Managing remote and hybrid teams

## Time Management

- Focusing on what matters most
- Leading your organization through change
- Increasing your productivity
- Effective prioritization
- Overcoming procrastination
- Managing projects effectively
- Being more organized

## Strategic Thinking

- Examining the “big picture”
- Being a visionary
- Understanding the business climate & environment
- Creating customer focus
- Identifying your company’s competitive advantage
- Analyzing your competitors
- Identifying market opportunities

## Self-Improvement

- Personal growth
- Managing stress
- Managing personal relationships
- Health management
- Becoming more confident and/or assertive in your personal life
- Gaining perspective on your life (identifying what you want and don’t want)
- Increasing your level of integrity
- Building your personal legacy
- Finding fulfillment through volunteer work

## Creating Your Life Plan

- Determining your life mission and vision
- Personal goal setting
- Creating an action plan to attain your goals
- Personal risk management