

PROPOSAL

To

FACILITATE

'EXECUTIVE COACHING'

For

RIVERLAND DIVISION OF GENERAL PRACTICE

Submitted by: Tim Smith Consulting

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Proposal

Tim Smith seeks appointment as an external consultant to facilitate individual coaching for the CEO of Riverland Division of General Practice.

Confidentiality

This proposal is strictly confidential

Perspective

This proposal is submitted following a discussion between Tim Smith and Bron Marie CEO, RDGP on 29th November 2011. The purpose of the discussion was to provide background information relating to professional development opportunities in the role of CEO. RDGP is a client of Workplace Horizons; Tim Smith Consulting is an associate business with Workplace Horizons

The CEO has a strong focus on the development of managers and staff at RDGP to demonstrate skills, motivation and confidence in delivering workplace outcomes. Recent and proposed changes of service delivery are designed to provide RDGP with a point of difference compared to other like organisations and will also continually challenge managers and staff to be creative, innovative and striving for higher quality.

It is important that senior executives also concentrate on their own professional development in order to provide the best leadership and management possible to benefit of the workforce and the organisation.

Focus

The significant focus is on understanding the core requirements of the current and future organisational challenges, identifying leadership development opportunities for the CEO and developing coaching goals and strategies to meet them.

Outline Plan

Preparatory Phase

It is recommended a Leadership Development profile be conducted as part of developing the coaching plan. This serves as a specific diagnostic tool and can measure the level of existing competency and development gap in the following areas:

- Contextual Thinking
- Change Orchestration
- Directional Clarity

- Creative Assimilation
- Emotional Intelligence
- Reciprocal Communication
- People Enablement
- Driving Persistence

With this background information performance improvement and development goals are then established and form the basis for phase 2, the coaching plan.

The online Leadership Effectiveness profile will be completed by Bron Marie with the administrative detail, coordination and compilation managed by Tim Smith with AIM Brisbane

Phase 1.

This phase involves meeting with Bron Marie with the objective of examining the role of CEO at RDGP and identifying key performance and development requirements using the information gained through the Leadership Effectiveness profile and other areas. Once this information is established the next objective is to identify the coaching agenda, relationship and timeframe.

Phase 2.

This is the delivery of the coaching plan established in Phase 1. It has specific goals and objectives to be achieved. The coaching plan usually involves regular meetings of approximately 2 hours duration and scheduled monthly. Other flexible formats can apply. Each session ends by setting goals and strategies to be achieved in the workplace and the next scheduled session begins by reviewing achievement related to those goals and strategies.

Information from the Leadership Effectiveness profile is the primary input into the plan however other areas can be identified for further coaching and might include topics like:

- Use of Dr Edward de Bono Thinking Tools
- Time and Priority Management
- Team Communication
- Team Building
- Problem Solving
- Goal Setting
- Effective Meetings
- Coaching
- Giving Positive and Constructive Feedback
- Effective Delegation
- Conflict Resolution

A supporting reference is often used for this phase and the person being coached is encouraged to purchase a copy. The reference is:

Management, Theory and Practice, 4th Edition. Author is Kris Cole. This reference is available at book stores in Adelaide and retails for approximately \$80.

Timing

Preparatory Phase Completion of Leadership Effectiveness Online profile

Phase 1 3 hours including planning of coaching topics, goals and objectives for next phase

Phase 2 To be determined during phase 1 and developed by Tim Smith and Bron Marie. Usually involves 2 hour coaching sessions

Costing

Costing details are:

Hourly coaching rate **\$172.50 plus GST**

Leadership Effectiveness Profile **\$25 plus GST**

Invoices will be administered following each session by Workplace Horizons

Terms of Payment

Conventional terms of payment are Net 14 days after the receipt of invoice.

To protect from untimely cancellation, which can lead to loss of income, the following features apply:

Costs associated with venue bookings, materials, meals and other facilities are arranged to be charged and invoiced directly to the client by the supplier

Advice of cancellation within 14 days of a scheduled program will incur a cancellation fee of 50% of the consultant's design, development and facilitation fee

Advice of cancellation within 7 days of a scheduled program will incur a cancellation fee of 100% of the consultant's design, development and facilitation fee

The cancellation fee can be converted to a non-refundable credit if the same program is rescheduled at any time within 90 days of the advice of postponement or cancellation

Confirmation of Agreement

Tim Smith is available to clarify any aspect of this proposal. Selection of suitable dates etc will be determined upon acceptance and confirmation of this proposal by Bron Marie.