

PBC - Focus and Discipline Module

Session #	Activity	Completed	Not Completed
Coaching session 1	EQ assessment and feedback, and outline program sessions (Agree intentions, aligned KPI's and development plan). Review with manager.		
Coaching session 2	Review advanced leadership concepts and complete leadership questionnaire. Review leadership opportunities and energy tracking, identify opportunities where advanced leadership can be applied and how to effectively delegate to team		
Coaching session 3	Provide feedback on advanced leadership assessment. Reintroduce “Communication Model” as a communication tool to team, peers and management. Identify improvement opportunities for communications to team. Introduce effective meeting processes.		
Coaching session 4	Introduce concepts of focus and discipline. Identify areas where these concepts can be applied. Develop action plans for next several weeks based on SMART objectives		
Coaching session 5	Expand on concepts of focus and discipline. Develop action plans and focusing systems.		
Coaching session 6	Consolidation and review of all new concepts applied, develop action plan for next period		
Coaching session 7	Review session with coachee, manager and coach plus review PDP and link into Performance Review cycle.	Optional	
Coaching sessions 8	Regular maintenance coaching sessions with coachee to monitor progress on development targets and to assist development of modified strategies/behaviour to achieve agreed outcomes	Optional	
Coaching session 9	Final Annual Review session with coachee, manager and coach against PDP and Performance Appraisal.	Optional	

SMART stands for **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**ime specific.

Support materials: A range of support materials related to each module is offered to participants.