

## PBC - Planning and Leading Module

Session #	Activity	Completed	Not Completed
<b>Pre-coaching</b>	<i>Forward PBC Application Form</i>		
	<i>Forward Pre-Coaching Questionnaire for completion and return with CV</i>		
	<i>Review Application Form, including program intentions, with coachee. Provide PBC folder</i>		
<b>Coaching session 1</b>	EQ assessment and feedback, review pre-coaching questionnaire and program overview (Commence inputting information into Personal Development Plan (PDP) document).		
<b>Coaching session 2</b>	Introduce life platform concept and complete EQ mapping. Coachee to complete Life Platform.		
<b>Coaching session 3</b>	Introduce “Communication Model” - Apply and Report Introduce Passion Mapping. Homework to complete passion mapping exercises. Review Life Platform.		
<b>Coaching session 4</b>	Introduce advanced leadership concepts, complete questionnaire, focus, discipline and planning; Passion Mapping and EQ. Review Life Platform and Passion Mapping exercises.		
<b>Coaching session 5</b>	Introduce tools including “shoulds”, “unsaid”, “energy clearing” exercise and link to PDP. Introduce energy concepts (universal laws) keys to laws in practice. Review Life Platform.		
<b>Coaching session 6</b>	Add relevant Life Platform issues/targets to PDP. Review Passion Mapping exercise and include targets in PDP. Practice “energy clearing”, “should” and “unsaid” and build into plan. Integration of new learnings and development of action plan for implementation.		
<b>Coaching session 7</b>	Review session with coachee, manager and coach plus review PDP and link into Performance Review cycle.	Optional	
<b>Coaching sessions 8</b>	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 - Program maintenance to be confirmed and agreed in session 7	
<b>Coaching session 9</b>	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.