

METIVIER

COACHING &
DEVELOPMENT

Our methodology at a glance

2023

Our methodology

Step 1



Mandate Confirmation

- In depth analysis of the need, the context and the environment
- Individual meetings with the different client and the coachee
- Evaluating the implication and commitment of the manager
- Evaluating the implication and the commitment of the coachee

Objectives & Alignment

- Common alignment of the objective
- Establishing targeted results
- Evaluating the investment required to achieve targeted results
- Defining the roles of concerned actors
- Establishing conditions for success



Coaching Plan

- Writing coaching plan (summary or detailed), according to coaching objective, describing :
 - – Context
 - – Suggested process
 - – Main objective
 - – Action plan
 - – Tools and approach
 - – Key indicators
 - – Successful conditions
- Presentation of the plan to the concerned actors
- Threefold approval of the coaching plan

Step 2



Implementation of the plan

- Deployment of the established coaching plan
- Learning evaluation after each session
- Experimentation in the work environment
- Evaluating new work habits and develop strategies for adjusting/maintain them
- Feedback from the coach
- Regular follow ups between the coachee and his/her immediate superior

Step 3

Mid-term assessment

- Preparation of mid-term summary report by the coachee with the coach's support
- Presentation of mid-term summary report to all involved actors
- Generating recommendations
- Adjustment propositions if need be



Step 4



Evaluation

- Analysis and evaluation of the process by the coachee with the coach's support
- Presentation of the evaluation during the final meeting reuniting all the concerned actors
- Evaluation of the process by the immediate superior

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METIVIER

Metivier Consulting Group Inc

1130, Sherbrooke St. West, Suite 1610

Montreal QC H3A 2M8

514-398-9345

metivierconsultinggroup.com