

# EXECUTIVE COACHING & MENTORING

TRANSLATING COMPETENCE  
INTO PERFORMANCE



FOSTERING A GROWTH-ORIENTED CULTURE OF  
TRUST, EMPOWERMENT & ACCOUNTABILITY

**INFLUENCE SOLUTIONS**

*Inspiring Leaders. Inspired Organisations.*

**FORGING HIGH TRUST, HIGH PERFORMANCE CULTURES**

# CLEAR & MEASURABLE TAKEAWAYS

## EMPOWERING SESSIONS THAT ENABLE YOU TO TAKE A STRATEGIC PAUSE AND:

- Better understand yourself and your impact as a leader.
- Get clarity on your long, medium and short-term goals.
- Identify clearly the opportunities and challenges you face and evolve pragmatic solutions to deal with them.
- Have a better understanding of the (internal and external) stakeholders you need to engage and how to create powerful and positive relationships with them.
- Prepare an action plan to lead teams and achieve organisational and personal goals more effectively.
- Be energised so that you lead in an inspiring manner, with purpose and balance.

## YOUR AGENDA – OUR FOCUS

### WHO WILL BENEFIT THE MOST:

1. If you are keen to enhance your impact and / or accelerate your career.
2. When you are transiting to a different role / taking on higher roles & responsibilities.
3. When your productivity or impact is currently suffering obstacles.
4. When your organisation is experiencing major change / disruption / M&A etc.
5. When you are going through a long-term development programme / training.
6. When you wish to take charge of your development and career.

# COACHING PROGRAM OUTLINE

## GENERAL

Each assigned coachee is provided with eight sessions of 75 min duration each, over a period of 12 months; that is, at intervals of 4-6 weeks.

Assigned coachee(s) are entitled to a complimentary chemistry check meeting with the coach they select.

### OPTIONAL VALUE-ADD:

- To bridge the gap between expectations and performance, and get actionable feedback, the Sponsor or coachee may nominate stakeholders the coach can connect with in separately scheduled confidential sessions; max 2 stakeholders per additional session.

## FOCUS OF THE FIRST SESSION

- Establishing rapport and confirming confidentiality to create a safe environment
- Clarifying experience of and expectation from this coaching
- Defining responsibilities in the coaching partnership
- Setting accountability
- Anticipating setbacks
- Identifying what is important - clarifying the coachee's primary focus
- Getting started on the primary focus
- Achieving alignment on the learnings to implement by the next session
- Enabling a deeper chemistry check between the coach and coachee
- *The coachee has the option to continue the coaching journey with the current coach, or select another Influence Solutions' master coach*
- 4-6 week gap post this session - *This is an opportunity to implement learning*

## THE INTERMEDIATE SESSIONS

- Discussion about the actions implemented - successes and setbacks
- Further exploration of the primary focus for learning or other areas that emerge
- Discuss "bumps along the way" and how they can be overcome
- Agreement on learning to implement by the next session
- 4-6 week gap post this session - *This is an opportunity to implement learning*

## THE FINAL SESSION

- Discussion about the actions implemented - successes and setbacks
- Further exploration of the primary focus for learning
- Review of progress - are we done, or do we need more sessions?
- Agreement on the learning to implement and where to find ongoing support
- **On-going learning:** *This is an opportunity to continue applying their learning & discussion on what ongoing support the coachee requires*

# CUT THROUGH THE CLUTTER CALIBRATE FOR SUCCESS

## CONFIDENTIALITY

To ensure a safe zone for the coachee(s), the Sponsor shall not ask the Influence Solutions (ISPL) executive coach to divulge anything shared by any coachee in any coaching session. This should be communicated by the Sponsor to the coachee(s), and will also be communicated by the ISPL coach to the coachee at the start of every session. *(This clause does not, however, apply to anything that the ISPL executive coach is legally bound to reveal).*

## REGULAR REVIEW & FEEDBACK ON THE COACHING PROGRAMME

- The Sponsor may carry out a review with the coachee(s) after the 2nd session.
- After the final session a compiled feedback will be submitted to the Sponsor. *(The contents of the sessions will be kept confidential and not be shared with the Sponsor or any other person, unless Influence Solutions is legally obligated to do so.*

## EXPERIENCED, VERSATILE EXECUTIVE COACHES & MENTORS



**Karen Leong** [www.karenleong.com](http://www.karenleong.com)

Karen Leong is an executive advisor and coach with nearly two decades of experience working with CEOs, boards, and high-potential leaders in complex organisations. An influence thought leader and published author, she helps leaders strengthen judgment, decision quality, and stakeholder influence amid geopolitical and organisational uncertainty. A former Chartered Accountant with KPMG, Karen is co-founder of Influence Solutions and a PCC-credentialed executive coach.



**Mukul Deva** [www.mukuldeva.com](http://www.mukuldeva.com)

A highly sought-after business strategist, executive coach and mentor to the C-suite, business owners, MNC, government and political leaders globally, Mukul is the co-founder of Influence Solutions and the F.I.R.S.T. framework, and an international best selling author of 21 books; some of which are being made into movies and Netflix mini-series. Business World describes Mukul as "The God of all things..."



**Wendy Leong** [www.wendy-leong.com](http://www.wendy-leong.com)

Passionate about helping people to leverage the opportunity of change, Wendy is an experienced facilitator and executive coach with over 2 decades of learning and development expertise working with P&G, The Body Shop and Olympus. The Head of Strategic Solutions, Wendy is also the Summit Director of Rise Through the Ranks, a global leadership conference that has impacted thousands of executives from over 70 countries.

# COACHING JOURNEY WITH INVESTMENT OPTIONS

**Coachees assigned by Sponsor**

## **Complimentary chemistry check session**

between coachee and selected coach - in-person in Singapore or virtually  
(15-30 min session)

An option: **Expectations Mapping Session** with Coachee's performance manager - in-person in Singapore or virtually (up to 45 mins)  
@ **SGD 590 per session**

## 3 EFFECTIVE OPTIONS

1

### **Single Executive Coaching Session**

This session supports coachees in navigating specific circumstances (e.g. review their 360 profiles)

**SGD 1550** per session\*

2

### **Executive Coaching Session Package**

Minimum 8 sessions of up to 75-min sessions each at 4-6 week intervals

**SGD 1250 to 1450** per session\*

3

### **50 Coaching Sessions Package**

These 50 sessions can be used for any executive; and need to be completed within 12 months of the first session

**SGD 1225** per session  
**(21% Group Discount)**

\* Rates vary per executive coach, please refer to the next page for details.

## **SESSIONS 2 to 7**

Track progress, work on next priority, end with clarity & action plan

## **SESSION 8**

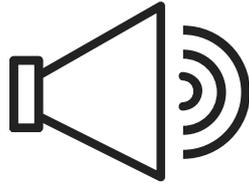
Track progress, plan actions required to sustain the transformation

## **Final report submitted to Sponsor**

(This process maintains coachee confidentiality)

# APPLICABLE TERMS & CONDITIONS

1. **The Single Executive Coaching Session** rates remain the same irrespective of the coach selected.
2. **For the Executive Coaching Package**, each coachee will be provided eight sessions of 75-min duration each, over a period of 12 months; that is, at intervals of 4-6 weeks, subject to a minimum of eight sessions per coachee. The rate for Karen Leong and Mukul Deva is SGD 1450 per session of 75-min duration, and the rate for Wendy Leong is SGD 1250 per session.
3. **When five or more coachees / mentorees are assigned** in the same order confirmation form, a special discount will be applicable.
4. **For 50 Coaching Sessions**, with multiple coaches, confirmed in the same order confirmation form there is a special discounted rate of SGD 1225 per session, applicable for all executive coaches. *These 50 sessions must be completed within 12 months of the first session.*
5. **Additional sessions** requested will be at the current contracted investment provided the request from coachee/Sponsor is within 30 days of the final coaching session.
6. **An expectations mapping session** with the Sponsor (coachee's Performance Manager) can be arranged, in-person or virtually; maximum two stakeholders per session; 45-min each.
7. Invoice for the sessions will be raised prior to the start of the first session and is payable within 30 days or prior to the first session, whichever is earlier.
8. The investment quoted will remain valid for all coachees assigned by the Sponsor over the next 12 months from date of the first session.
9. Coachee(s) can schedule the sessions directly with the coach. There is no fee to re-schedule sessions with 24-hour notice. For cancellation of sessions with less than a 24-hour notice, the session will be considered completed, unless it is due to medical emergencies / force majeure.
10. All sessions will be conducted on working days, during regular office hours, face-to-face in same city as the coach, or via video conference or telephone, whichever is most convenient. For sessions requested after regular office hours, or on holidays and weekends, a 15% surcharge of the coaching session rate will apply. (For purpose of clarity, office hours are assumed as 9am to 530 pm in the time zone in which the coach is located.)
11. All sessions must be utilised within 12 months of the first session. Those scheduled after the 12-month period (from the date of the first session) will be separately billed.
12. In case the assigned coachee leaves the organisation for any reason, their remaining sessions may be transferred to any other coachee designated by the sponsor, provided these sessions are completed within the stipulated 12 months period.
13. In every case, the liability of ISPL, its coaches and mentors is limited to the amount paid by the Sponsor for that particular coachee.
14. This proposal and all agreements arrived at on the basis of this are subject to the laws of the Republic of Singapore.



POWER UP LEADERSHIP IMPACT,  
ACCELERATE CAREER GOALS  
AND ACHIEVE GREATER RESULTS

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**FOR MORE INFORMATION, GO TO  
[INFLUENCE-SOLUTIONS.COM](https://influence-solutions.com)**