**Sample Executive Summary**

# Executive Summary

**A Team Coaching Process for**

**[Insert Client Organization Name]**

**Introduction**

[Client Organization] has identified the need for a team development solution that will optimize the human and process dynamics among its [insert team descriptive]. The mission of this group is to [insert team mission] by promoting teamwork, interdepartmental communication and information sharing and encouraging uniformity of processes and procedures. There is a clear need for improved business results; improving the ability of the team to work together is a direct process for achieving better results.

**Objectives**

[Company Name] has specified that the team coaching solution meet the following objectives:

* Develop a set of rules of engagement for team meetings and for how the team will work together in an ongoing manner
* Keep the team on task by facilitating a set of focused discussions
* Link the discipline of being an optimal team member to leadership
* Build trust among the members of the team
* Ensure that issues are raised and that difficult decisions are made

**Proposed Solution**

To address the team’s development needs and ensure superior performance, [your company name] proposes to conduct a process consisting of one-day, in-person work session followed by six (6) follow-up team coaching teleconference sessions.

Prior to the initial team coaching session, the team members will complete a state-of-the-art, anonymous, internet-based Team Diagnostic™, the results of which will serve as a basis for the team coaching. Unlike traditional “team building events,” the team coaching *process* happens over time in order to ensure maximum accountability for real change and improved team performance.

According to the periodical, *Public Personnel Management*, follow-on coaching activities improve the productivity impact of a training session by over 65%. A second assessment will be deployed to the team at the end of the six monthly sessions to measure team performance.

The team coaching consists of a series of structured discussions and exercises designed to reinforce new team behaviors and meet team business goals.

**Outcomes:**

1. Develop a team contract for how the team will work together (values and behavioral norms)
2. Define a clear team mission and set of measurable team goals
3. Clarify roles and responsibilities
4. Create and execute concrete action plans
5. Ensure accountability
6. Establish clear rules for decision-making
7. Improve the team’s ability to engage in creative disagreement for the sake of team goals

**Pricing**

The Team Coaching solution described above, including the two team assessments, delivered by two Team Coaches at a price of $xx,xxx plus expenses.

**About [Your Company]**

[Your Company] is a professional services firm dedicated to creating high performing, sustainable, and inspired teams. Sample clients include: [client references or use the standard set of reference clients who have used the Team Diagnostic™ and team coaching approach].