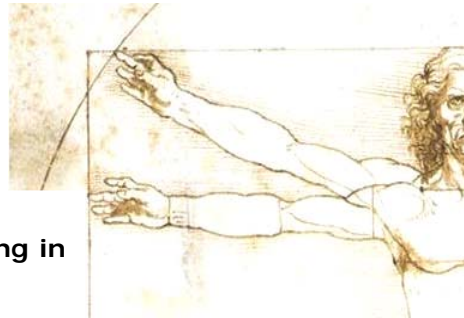


What is IECA?

International Executive Coach Association (IECA) is a non-profit organization, which brings together Coaching professionals trained and certified in this discipline by *IE business school (IE)*, as well as those Executive Coaches working as teachers in the IE Coaching and Management Superior Program.

Among others things, we:

- form a group of highly qualified coaching professionals who deliver their services while respecting specific quality requirements and a code of ethics.
- promote the dissemination and the practice of Executive Coaching in companies.
- promote collaboration agreements of IECA with IE, and other organizations linked to it, intended to take advantage of the common advantages arising from their respective activities.



What is Executive Coaching? Who might be interested in participating in a Coaching process?

Coaching is an effective method of personal development in which a person who receives it (Coachee) experiments a self-learning process, assisted by a specialist (Coach) and based on an action-oriented perspective to achieve specific objectives or conflict resolution.

It is a variety of coaching that focuses on developing the skills of those who have executive responsibilities within an organization.

Coaching is a very flexible tool that could apply to a wide range of situations. Examples are the following:

- Integrating feedback received after a competencies assessment (Ex: 360 feedback).
- Solving professional conflicts.
- Dealing with career change situations.
- Improving competencies.
- Defining our future plan.
- Achieving ambitious goals that require a change of perspective or approach.

The effectiveness of the process depends significantly on the Coachee's degree of commitment.

What kind of coaching process does IE Alumni offer to their members?

The coaching process that **IE Alumni** has launched alongside *IECA* for their members boasts the following characteristics:

- Available places: 70
- Application deadline: **15/12/2013**
- Consistent process spread across 4 sessions of individual executive coaching delivered by IECA members in Spanish.
- Fortnightly sessions lasting one hour
- Optional format: Sessions can be either face-to-face or through videoconference (skype). The face-to-face sessions will take place where the coach and the coachee decide and may be carried out at IE if convenient.
- Economic conditions – The coach will be paid directly for the sessions. The applicable charges (*valid only for the number of places available*) will be as follows:
 - Price for members of IE Alumni Association: 60 Euros per session (VAT not included)
 - Price for former IE students not members of IE Alumni Association: 110 Euros per session (VAT not included)



Each session is delivered in the form of a conversation approached from Coaching techniques, objectives and principles:

- **Confidentiality:** The coach must adopt strict confidentiality of all what the Coachee expressed in his/her coaching sessions.
- **Trust** and **honesty** between Coach and Coachee.
- **Commitment:** The full commitment of the Coachee with the process is a fundamental prerequisite for achieving results.
- **Objectivity:** The role of the coach is to help the Coachee reach his/her own solutions, within his/her capabilities and in his/her own context. Consequently, judging, advising or prescribing pertains to other disciplines (consulting, mentoring, therapy, etc.) but not in Coaching.

In the mentioned session, the Coachee will have the opportunity of acknowledging better his/her action capacity, clarifying his/her objectives and establishing concrete actions that will allow him/her to achieve his/her final goal.

Is it possible to extend the coaching process?

Once the four sessions arranged with IE Alumni have taken place, the participant can choose to continue with their coaching process with the same coach. However, the cost of the following sessions for associates and non-associates will be 110 Euros per session (VAT not included).

How do I sign up?

The participant only has to fill out the Excel form "Place Reservation Form" that comes with this document and send it to the following email address:

oficinavirtual@ieca-coaching.com

IMPORTANT: please make sure that you fill out and send the form in the same language that you would like your coaching carried out in. (Spanish or English)

Places will be assigned according to a strict "first come, first serve" basis until the limit is reached for the present session.

ieca PETICION DE RESERVA DE PROCESO DE COACHING

PROGRAMA Nº: 91-1202. EXMBAG MAY 2011
 PROCESO DE COACHING: Del 15/02/2012 al 15/04/2012

1) ANTES DE COMENZAR a cumplimentar este formulario, haga una copia del mismo en su ordenador y envíela a su coach.

2) COMPLETE LAS CASILLAS AMARILLAS DEL FORMULARIO. Cuando el formulario esté correctamente cumplimentado se indicará en la parte ESTADO que aparecerá escrito en azul. No envíe el formulario mientras la parte ESTADO esté en rojo, esto significa que hay defectos de cumplimentación y el formulario no será procesado.

3) Por favor, rellene la información referente a sus datos personales:

NOMBRE Y APELLIDOS: MARIA JESUS LOPEZ GRANDA (Nº) 48433390
 PROVINCIA DE RESIDENCIA: MADRID (NIVEL) 89444212

4) En el cuadro "TURNOS Y PLAZAS DISPONIBLES", presentamos la oferta de procesos de coaching según la fecha de emisión del presente formulario. Cada casilla indica el número de plazas disponibles para el turno correspondiente: rojo es 0, azul es 1 y verde es 2. En rojo están los casillas anteriores del proceso de coaching que finalizará en el mismo turno. Tanto acuerdo en cuanto que el coach asignado.

COORDENADA VERTICAL, HORA	COORDENADA HORIZONTAL, DÍA DE LA SEMANA																
	REGULARIDAD PERIENCIAL (P)							REGULARIDAD TELEENCIAL (T)									
	A	M	J	V	S	L	M	A	J	V	S	L	M	A	J	V	S
09:00-10:00																	
10:00-11:00	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
11:00-12:00	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
12:00-13:00	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
13:00-14:00	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
14:00-15:00	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
15:00-16:00	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
16:00-17:00	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
17:00-18:00	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
18:00-19:00	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
19:00-20:00	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
20:00-21:00	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
21:00-22:00	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

5) A continuación, elija los turnos que prefiere indicando las correspondientes coordenadas en las 5 opciones que aparecen en la tabla "COORDENADAS / PREFERENCIAS", siendo la 1ª opción, la más preferida y la 5ª, la menos preferida. El valor de su elección se indica en la última línea de la tabla. La asignación de turno se realizará de manera automática en la primera opción elegida que cuente con plazas disponibles en el momento de recibir su petición de reserva. En caso de que a la recepción de su petición de reserva no quede disponible ninguna de las 5 opciones elegidas, recibirá de nuevo el este formulario actualizado con las plazas disponibles o será contactado por la secretaría del programa del IE en el que participó.

COORDENADAS / PREFERENCIAS	1º OPCIÓN	2º OPCIÓN	3º OPCIÓN	4º OPCIÓN	5º OPCIÓN
REGULARIDAD PERIENCIAL (P)	1	2	3	4	5
REGULARIDAD TELEENCIAL (T)	1	2	3	4	5
COORDENADA HORIZONTAL, DÍA, M, J, V, S, L	1	2	3	4	5
COORDENADA VERTICAL, HORA (H, M)	1	2	3	4	5
COORDENADO DE TURNO Y PLAZAS	1	2	3	4	5
VALORES DE LA SELECCIÓN	0	0	0	0	0

Within 3-5 days following the closure of the application process, the coach will put himself in contact directly with the participant, either by telephone or by email in order to begin the sessions.

Example of "Place Reservation Form"

Overall average rating of IE coaching process at June 30, 2013

		Process	Hours											
		1.035	4.140	GLOBAL MEDIA IE PROCESS										
DEGREE OF SATISFACTION		%	VERY LOW	LOW	HIGH	VERY HIGH								
			10	20	25	30	40	50	60	70	75	80	90	100
RELATIONAL AREA	1. My coach has created a satisfactory climate of support and confidence	97,07	[Progress bar showing 97.07%]											
	2. I have been able to get in contact with my coach whenever I needed to.	97,43	[Progress bar showing 97.43%]											
	3. I have committed myself with the coaching process 100%	92,11	[Progress bar showing 92.11%]											
SELFKNOWLEDGE	4. I am more aware of my strenghs and weaknesses	88,65	[Progress bar showing 88.65%]											
	5. My coach has offered me new points of view	92,60	[Progress bar showing 92.60%]											
	6. My coach has encouraged me to check out my ideas from a different prespective	93,59	[Progress bar showing 93.59%]											
ACTION AND OBJECTIVES	7. My coach helped me to identify specific goals for the future	89,60	[Progress bar showing 89.60%]											
	8. My coach has moved me into action	91,27	[Progress bar showing 91.27%]											
	9. I feel now that I have more action capabilities in order to achieve my goals	84,29	[Progress bar showing 84.29%]											
	10. I have more confidence now that I will reach my goals	83,21	[Progress bar showing 83.21%]											
GLOBAL VALUATION	11. The tools used by the coach have been quite useful for me	86,31	[Progress bar showing 86.31%]											
	12. My valuation of my coach is satisfactory	95,55	[Progress bar showing 95.55%]											
	13. My valuation of the results that I have reached is satisfactory	87,64	[Progress bar showing 87.64%]											
	14. My global valuation of the process is satisfactory	89,96	[Progress bar showing 89.96%]											
Average of ITEMS (Excluding the number 3)		90,56	[Progress bar showing 90.56%]											

SATISFACTION LEVEL MIDDLE Extracted from the evaluation surveys received from coachees