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## **TREC's LEADERSHIP FEEDBACK & COACHING PROGRAM APPLICATION AND MEMO OF UNDERSTANDING**

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Thank you for your interest in TREC's Leadership Feedback and Coaching Program. This program was developed in response to Wilburforce grantee leaders' needs to have highly customized, professional leadership support in addressing the multitude of challenges and opportunities they address every day. Over 90 conservation leaders have received 360 leadership feedback or coaching in this highly-acclaimed offering from TREC.

This application assumes you have read TREC's "Leadership Feedback and Coaching Brochure" and understand the goals, process and requirements of this program.

TREC has limited resources available to support this program compared to the demand for it; we do our best to respond to requests, though there is no guarantee your application will be successful.

### **Your Contribution and Commitment**

This program is for leaders – people who have a formal role as leaders inside and outside their organizations and who are committed to pursuing leadership roles in the future. TREC's commitment to your development includes making significant amounts of one-on-one time available with TREC's most senior staff and associates. Participation in this program is highly selective.

Coaching is not something that is "done" to you as a passive recipient; rather, it is a highly interactive, two-way discussion between you and your coach with the ultimate aim of ACTION on your part – action that takes place between the coaching calls, where the real work of coaching happens. You are seeking a TREC coach because you want to make significant changes in your professional, and quite often, personal life. These changes will sometimes happen quickly and sometimes take awhile. Because change happens over time, we generally request a minimum 4 month commitment to the coaching process. This allows the coaching relationship to develop and be powerful, and when the going gets tough we stay in collaboration and work through to the other side. We are 100% committed to you being an effective leader, successful and having the life you want.

As part of your commitment to this program, you will bring the following to the process:

- Openness to receiving 360 leadership feedback from your peers;
- Your organization's commitment to your development and the time that you will put into the coaching – including your supervisor's knowledge that you are involved in this program;
- Your commitment to doing the coaching calls on the schedule you agree to with your coach, which will be not less frequent than one call per month and in most cases will be more frequent (e.g. 45 minutes every 2-3 weeks); If you have to re-schedule your coaching call, you will contact your TREC coach at the earliest opportunity to do so;
- Your commitment to implementing the strategies and approaches that you and your coach agree you will pursue as part of your ongoing action plan you work on in the coaching;
- Your commitment to give your TREC coach ongoing and honest verbal feedback about what is and isn't working with the coaching you are receiving.
- Participation in any evaluation processes requested by TREC, including written feedback at the end of the coaching, and any other evaluation we might need. *Failure to meet this requirement may affect any future chances of receiving work through or from TREC.*

Your development as a leader is not a 'solo' exercise – it ideally happens with the support of key people around you. Your TREC coach will explore with you how you will engage your supervisor in supporting your goals and actions undertaken through the coaching process.

At any point in the feedback or coaching process with you or TREC may choose to end the coaching process.

### **Confidentiality**

The content of your work and coaching with TREC staff is confidential. If at any point your coach feels you are disclosing information that has serious implications for others inside or outside the organization, they may discuss with you how you best disclose that information, but will hold that information confidential within the TREC staff team. It often happens that you may be coached by TREC while you or your organization is participating in another TREC program (e.g. Organization Effectiveness Program, Fundraising Assistance Program). If we learn of situations or perspectives through the coaching process that we feel is highly relevant to our work and goals in other TREC programs in your organization, we may discuss with you how to best integrate that information. The choice to participate or follow-up on those suggestions is yours.

## TREC Leadership Feedback & Coaching Application Form

(Note: This information is confidential and will only be shared within TREC as required e.g. in identifying who your coach will be)

Your Name \_\_\_\_\_ Position \_\_\_\_\_  
Organization \_\_\_\_\_

1. What is your prior experience, if any, with having a workplace coach or receiving 360 degree feedback?
2. What are the key leadership questions/issues, attributes or skills you would like to focus on during the coaching?
3. What are the key outcomes you would like to achieve as a result of your TREC Feedback and Coaching?
4. What is the nature of your role in the organization such that you feel feedback and coaching from TREC would make a significant impact on the organization?
5. Are you able to commit the necessary time and focus to this program? Is there anything we should know about that could impact your ability to meet the commitments outlined above?

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date