

HPT Leadership Coaching

Individual Executive Coaching Programs

1. What Are Individual Executive Coaching Programs?

School Leaders are constantly juggling the strategic, operational and supportive demands of not just their leadership team but of the whole school. On top this, school leaders also face massive personal wellbeing challenges with a much higher likelihood of suffering from depressive, anxiety and stress symptoms than the general population. The challenges many school leaders face could be summarised by the phrase *'trying to keep all the plates spinning'*.

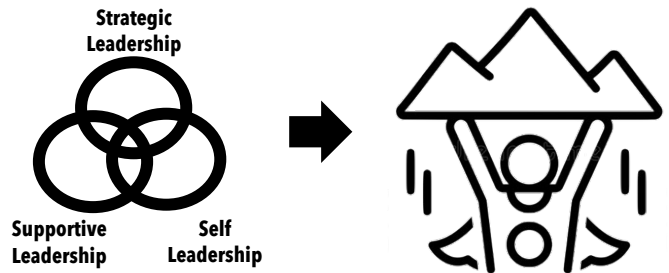
HPT Individual Executive Coaching Programs are a tailored series of 6-8 individual coaching sessions held over 6-12 months which provide school leaders with reflective space, support, accountability and an opportunity for further growth and development.



The Focus of HPT Leadership: Strategic, Supportive & Self Leadership

Being an effective School Leader requires us to be able to: (1.) work 'supportively' with those we lead as well as work 'strategically' on our school improvement priorities and day-to-day operational responsibilities – all the while making sure we look after our 'self' care – optimising our own wellbeing.

Thus the focus of HPT Leadership Coaching is to 1.) ensure leaders are able to maintain clarity and focus on the three inter-connected leadership domains of: Strategic Leadership, Supportive Leadership & Self Leadership as well as 2.) problem solve current challenges and 3.) proactively grow and develop their leadership capabilities.



2. How Do HPT Individual Executive Coaching Sessions Work?

HPT Individual Executive Coaching Sessions are run one-on-one, face to face either virtually or onsite. A typical coaching session runs for 60-75 minutes with the timing frequency adjusted flexibly - pending individual preferences and needs. Often sessions are closer together (weekly/ fortnightly) during the *establishment phase* and then more spaced out (monthly/ bi monthly) in the *growth and development phase*.

HPT Individual Executive Coaching Sessions focus on developing an individuals strategic, supportive and self leadership capabilities as well as problem solving current challenges and pursuing relevant growth and development goals. Sessions are led by a HPT Master Coach who uses a structured agenda to ensure that sessions are inclusive, supportive, proactive, strategic and accountable. Each coaching session is highly focused with leaders able to rapidly identify their most critical issues through completing a personal Leadership Update Tool pre-session. An annual HPT360 Leadership Feedback cycle is also recommended for optimal growth and development.

HPT Leadership Update Tool		Name	Sue Smith
Date		5 June	
Barometer		Rushed	
Current Priorities In Focus: "I've never had more than three priorities, you don't have any." Jim Collins			
Strategic Leadership (planning, delivery & engagement)		Synchronising our school wide meeting cycle for next term	
Supportive Leadership (listening, presence & individual)		Check-in with all team members & extra Team Huddles	
Self Leadership (wellbeing & personal growth)		10,000 steps daily & review/update Life Strategy	
Leadership Successes and Challenges:			
Successes	Description	Impact	Action
Last Week	All interacting meeting program	Key deliverable on AIP	Share skills w/ staff mgt
Next Week	Team 'Share & Solve' tool: done done	Consistency for all staff	Update HPT team daily wells
Last Week	All collaborating Team Profiles	Increased sharing & engagement	Showcase in staff meetings
Next Week	School art show	Parent & community engagement	Check in with engaging group
Last Week	Behavior issues, PBL, sex education	Teacher stress & satisfaction	Confirm PBL projects w/ staff
Next Week	Staff sickness & juggling priorities	Long hours Friday night	Forward Postboxes & check ins
Last Week	Staff shortages - specialist teachers	Timetable pressure, staff stress	Share timetable coverage plan
Next Week	School supervisor visit	Higher leadership team workload	Organise and prepare ahead
Work/Life & Wellbeing:		HPT Team Systems	
On Track		On Track	
Off Track		Off Track	
Family Time	Exercise	Team Data Wall	✓
Finances	Screen Time	Team Activity Cycle	✓
Relationship	Snacking	Team Pulse/Booster	✓
		Team Meetings	✓
Hot Issues (focus on day-to-day leadership & operational issues)			
Describe the Issue	Describe Impact / Risk	Action / Solution	
Staff wellbeing and workload	Rising sick leave, long hours, impersonal clothes	✓	
Managing curriculum changes	Poor assessment results in curriculum not aligned	✓	
Conflict between middle leaders	Mixed messages to staff and increased stress	✓	
Priority Relationships (focus on relationships with key staff and stakeholders)			
Name	Critical Issue	Forward Strategy	
PBL Team	Schedule/ruleout delays	Co-attend all PBL meetings	
Student leaders	Confirm presentation for assembly	Meet with student leaders to finalise press	
Deputy Principal	Finalise development plan	Schedule for end of week and complete pre-work	

HIGHPERFORMANCE SCHOOLS		Executive Coaching HPT 1:1 Agenda	
Item 1 (Inclusion)	Wellness (Self-care, Accountability, Growth, & Learning) Purpose & Outcomes: 1. 10-15 min High Impact 'Facing Forward' from the previous session 2. 'Leadership Successes and Challenges' review 3. 'Stretch Goals' in Focus 4. 'Well-being' Check-in 5. 'Well-being' Check-in 6. 'Well-being' Check-in 7. 'Well-being' Check-in 8. 'Well-being' Check-in 9. 'Well-being' Check-in 10. 'Well-being' Check-in	Chair	15 mins
Item 2 (Support)	Individual Leadership Update (4-5 min each) Each person shares a summary from their weekly update tool mainly focusing on: 1. 'Leadership Successes and Challenges' review 2. 'Stretch Goals' in Focus 3. 'Well-being' Check-in 4. 'Well-being' Check-in 5. 'Well-being' Check-in 6. 'Well-being' Check-in 7. 'Well-being' Check-in 8. 'Well-being' Check-in 9. 'Well-being' Check-in 10. 'Well-being' Check-in	Chair	12 mins
Item 3 (Proactive)	Hot Issues Goal: Check for issues raised in updates and call for any that items - unless they are 'shared' (see 12 mins) 1. 'Well-being' Check-in 2. 'Well-being' Check-in 3. 'Well-being' Check-in 4. 'Well-being' Check-in 5. 'Well-being' Check-in 6. 'Well-being' Check-in 7. 'Well-being' Check-in 8. 'Well-being' Check-in 9. 'Well-being' Check-in 10. 'Well-being' Check-in	Chair & Led by individual	10-15 mins
Item 4 (Strategic)	HPT Implementation / PD Quick Share Options: 1. HPT Implementation Round Robin Exception Reporting (updates 10 mins) 2. 'Stretch Goals' in Focus 3. 'Well-being' Check-in 4. 'Well-being' Check-in 5. 'Well-being' Check-in 6. 'Well-being' Check-in 7. 'Well-being' Check-in 8. 'Well-being' Check-in 9. 'Well-being' Check-in 10. 'Well-being' Check-in	Supporter (optional)	10-15 mins
Item 5 (Accountable 1)	Priority Relationships in Focus - Forward Actions 2. 'Priority Relationships in Focus' activities focused on key relationships over next 30 days (10-15 min each)	All or Led by individual presenter	10 mins
Item 5 (Accountable 2)	Next Steps, Barometer & Takeaways Each Member Barometer: Strategy Review & Satisfaction (Scale 1-10) Chair: Moderator Feedback & Next Meeting Plan/Check-in Next Meeting Moderator: Next PD Quick Share Sponsor:	Chair & Moderator	10 mins
Ground Rules (Red Card / Yellow Card / Visual Aids) 1. Openness & Truth: Right to report openly with the support of documented or formal feedback 2. Balanced Debate: Presenting both sides of the argument and allowing diversity of views 3. Competency over Role: Recognising the ability of the person's opinion regardless of their 'title' 4. Issues over Personalities: 'Slipping Issues' focused and not being personally involved in the agenda 5. Acceptable Action & Clear Outcomes: Clearly the outcome in feedback and allowing a leader to focus 6. No Multi-tasking - Exceptional Chair & Moderator: Time Keeping & Low Voice-Tone Only			

Take Your Leadership To The Next Level!
HPT 360°
LEADERSHIP FEEDBACK TOOL