

Subject: Chris

Date: Wednesday, 13 April 2016 9:25:24 am Australian Eastern Standard Time

From: Lionel Newman

To: Ariane Lellmann

Hi Ariane

Based on the areas identified for improvement in the job description and the performance review I propose a program that addresses the critical improvement areas of:

- Delivering on objectives
- Prioritisation
- Continuous improvement
- Proactive people management

The program would involve a stepped approach:

Step 1

Formally identify/ agree what specifically needs to be improved in each area (referencing shrps the 2016 KPO and feedback from the 360s) and agree required standards. This would be done with Chris, documented and have endorsed by BM line management in a coaching plan. (1, 1.5hr session)

Step 2

An initial coaching session for a priority area (1-1.5hrs by skype or phone). This session will address current gaps and weaknesses and agree strategies to address these.

Step 3 A follow up coaching session in a couple of weeks would focus on what Chris has done to change his behaviours / the way he operates in this area.

Note: before moving on to the next priority area we would liaise with BM to provide feedback and advise /determine if the program continues.

Pricing: Coaching sessions at \$375 per hour (includes prep and post session follow up)

Happy to discuss

Regards

Lionel



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