

Business Coaching Template

Becoming a business coach means you have to take responsibility for the smooth running of a business. As a business coach, you will be responsible for your client's professional and mental well-being. Helping the boss grow their business is a task that a business coach primarily focuses on. As a business coach, you are responsible for:

- Helping the client understand the needs of the business
- Bridge any existing employee-employer gap
- Help build better teams and focus on overall growth
- Create sustainable goals for employees, employers, and the business
- Create objectives that benefit everyone
- Help define the business goals and create guidelines pertaining to it
- Rebranding the business if required

CONTRIBUTIONS AS A BUSINESS COACH

Firstly, you need to understand that you are the coach, and your achievements or level of recognition when compared to the client aka the company's executive/business leader is not crucial. As long as you have the client's trust and you are dedicated to your work, you will help your client reach their goals.

Business coaches are responsible to help their clients understand the key objectives the business needs to meet in order to attain and retain success. Each business has four crucial objectives, and the business coach helps achieve all of them. These objectives are:

1 Human Objectives

- a. Retain employees with industry-standard salaries
- b. Perks provision and compensation for hardworking employees
- c. Time offs and vacations for team building
- d. Aim for employees' personal growth and development
- e. Include incentives as ways to motivate employees

2 Organic Objectives

- a. Activities conducted based on generating innovative ideas
- b. Convert profits to capital and improve business strength
- c. Develop growth models that will help the business to thrive
- d. Focus on the improvement of the brand
- e. Decrease any gaps in the supply and demand chain

3 Social Objectives

- a. Aim for better customer satisfaction with enhanced production quality
- b. Provide fair pricing and proper trade practices
- c. Ensure legalities are maintained
- d. Opt for carbon footprint lessening and contributing to the environment and promote eco-friendly ways
- e. Provide support for charities and causes for the betterment of society

4 Economical Objectives

- a. Create a reachable business goal that incorporates profits and margins
- b. Focus on the survival of the business for long-term
- c. Have margins for cost-overheads, incentives, and keep extra expenditure part of the business plan
- d. Profit should be in accordance with maintaining the growth of the business and having savings too
- e. Aim for a long-term growth and expansion plan which will aid with the financial calculations

WAYS TO REACH THE OBJECTIVES

As a business coach, your job is to guide the client. You are not to provide all the solutions. Rather provide them with scenarios and talk them through various outcomes. Your client runs a business, and they are definitely more experienced in the field of understanding their business. But, being too invested also means they often fail to see loopholes that are staring at them. Helping your client open up and provide ideas, and you looking at them from the perspective of an outsider will create sustainable plans.

Your task as a business coach to help your clients reach their objectives include:

- 1 Keep your clients motivated and eager to participate in activities. These activities will be focused on building team strength and promoting growth at all levels.
- 2 Help your client be accountable for their business and decisions.
- 3 Help clients envision their goals and broaden their perspectives. As a coach, you will be responsible for helping your client pinpoint areas that need improvement and define a fixed goal for the year. Realizing a single goal for a time will help make the client generate better results for their business.
- 4 Create a guide based on the strengths and weaknesses of the client. You can create a questionnaire that asks the client to provide their thoughts on the strengths they have and what they consider as weaknesses.
- 5 Help your client develop personal skills so they can project the same on their business. Everyone has scope for improvement, and a coach is a person to help them realize this potential for development.
- 6 Monitor the business growth and provide inputs that will help further improve the business. If a model does not work or is outdated, then you have to help your client change it to adapt a business growth model that will suit their particular business.
- 7 Help the client keep track of the strategies that they have adopted and keep track of the success or failure of the same. This also includes helping the client adapt a better progress tracking and workforce optimization for their employees.

BUSINESS COACHING CHECKLIST

As a business coach, use this checklist to leverage the best out of your coaching experience and to help you keep yourself on track.

Name of the Client: _____

OBJECTIVE	CHECKBOX
<p>A. List 5 activities to keep your clients motivated:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>B. Help your client to be accountable for their business and decisions</p>	<input type="checkbox"/>
<p>C. Help clients envision their goals and broaden their perspectives</p>	<input type="checkbox"/>
<p>D. Create a guide based on the strengths and weaknesses of the client</p>	<input type="checkbox"/>
<p>E. List 5 personal skills you plan to help your client develop that they can also project on their business</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>F. Monitor the client's business growth and provide inputs</p>	<input type="checkbox"/>
<p>G. Help the client develop a system to keep track of business strategies</p>	<input type="checkbox"/>
<p>H. Ensure if all objectives have been met</p>	<input type="checkbox"/>