

## Executive Coaching & Individual Development Services

**Quattro Organizational Development Services** are based on the **70:20:10 Learning and Development Model** and follows that development is self-directed and most learning occurs as part of the workflow and not in away-from-work training situations. We believe the most effective way to learn and develop a new skill or behavior is to apply and practice it on the job and in real life situations. Using this model, our development process includes these key elements of success:

**70%** applying and practicing strategies in real life work situations.

**20%** feedback and observing bosses, mentors, and coaches.

**10%** formal training using courses and books.

### Supporting The Journey

Our coaches support executive and individual employee development in three different ways:

- As feedback coaches, providing assessments, analysis, and development.
- As content coaches, focusing on building specific skills.
- As accountability partners, guiding employees through the development journey.

### Executive Development Process

#### Phase I – Discovery

In this phase, review sessions with leaders and/or current bosses are facilitated to determine strengths needed to align with company vision and current role. Employee is assessed using various assessment tools such as the Leadership Effectiveness Analysis 360 Feedback, DISC and Motivators, Hartman Profile and Watson Glaser Critical Thinking Test to determine current strengths and areas for potential development based on needs of current and future roles. A series of sessions with the employee is then conducted to review assessment results, determine personal development goals and skill gaps.

#### Phase II – Analysis and Development of Individual Development Plan

In this phase, all data and input are analyzed, coaching objectives are created, and the coach and employee then create action plans for each area of developmental focus.

#### Phase III – Execution of Action Plan

In this phase, the coach works with the employee once monthly to provide tools and strategies to support objectives, and review and discuss progress in applying practices. Leaders are updated periodically with progress reports and engaged to provide additional support to employee as needed. Coaching initiative is analyzed periodically to determine overall effectiveness and continuation.

#### ABOUT QUATRO

Quattro is a tech-enabled outsourcing firm, with over 25+ years of specialized experience, that's changing the way companies think about finance, accounting, human resources and technology services. You get world-class teams combined with highly personalized services, and a portal that lets you see and manage everything online—all of which is rooted in our 'Get more to go on' strategy. It's how our clients around the world are able to see further, scale smarter, and stand stronger.

We'd love to help you **gear up for your tomorrow**. Reach out to us.

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