City of Albuquerque

Employee Learning Center

1 Civic Plaza NW

Basement, City Hall

(T) 505-768-3200 (F) 505-768-3295

employeelearningcenter@cabq.gov

Registration forms must be submitted via email or fax.

**Training Registration and Approval Form**



**Program:** Executive Coaching with Organizational Rebel

**Time:** TBD

**Location:** Zoom – Provided by Organizational Rebel

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Employee ID #: |  |
| Department: |  | Division: |  |
| Job Title: |  | Grade: |  |
| Work Phone: |  | Work Email: |  |
| **Supervisor Information** |
| Supervisor: |   | Fiscal Officer: |  |
| Work Email: |  | Work Email:  |  |
| **Choice of Coaching** |

**Option A:** Coaching Engagement shall consist of three-months of phone- or Zoom-based coaching sessions for one employee and shall include all of the following:

1. One (1) initial expectations and goal setting meeting with written goal documentation.
2. Six (6) bi-weekly, every two weeks, coaching calls by phone or zoom (minimum one hour) that integrate applicable coaching methodology.
3. One (1) wrap-up session by phone or zoom to review the employee’s progress and plan for further development.
4. One (1) general coaching debrief to occur among the Contractor, the employee, and department leadership, and to include but not limited to: evaluation of the employee’s active participation; expectation of future outcomes; and developmental requirements.  Content of leadership debriefing to be discussed and validated with the employee being coached by Contractor prior to debriefing.
5. Unlimited email communication between coached employee and Contractor between sessions for the duration of the coaching engagement.

***The rate for this option is $3000 and is paid for by the department.***

**Option B:** Coaching Engagement shall consist of three-months of phone- or Zoom-based coaching sessions for one employee and shall include all the following:

1. Six (6) bi-weekly, every two weeks, coaching calls by phone or zoom (minimum one hour) that integrate applicable coaching methodology.
	1. Initial session shall include expectations and goal-setting discussion.
	2. The final session should include a review of the employee’s progress and plan for further development.
2. Unlimited email communication between coached employee and Contractor between sessions for the duration of the coaching engagement.
3. Coaching engagement completion email submitted by the Contractor to the coached employee’s manager providing basic insight into the employee’s engagement level/participation during the coaching engagement.

***The rate for this option is $1500 and is paid for by the department.***

**Coaching Choice Requested: Option A Option B**

**Preferred Coach’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requirements:** The Director’s signature serves as approval for cost and fees toward attendance.

This approved form will be forwarded to Organizational Rebel to schedule your coaching session. Organizational Rebel will bill the City of Albuquerque and your department to the attention of the fiscal officer upon initiation of the coaching agreement.

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Director’s Name (Print) Director’s Signature Date