**A screenshot of a computer screen

Description automatically generatedYOUR ESSENTIAL SOLUTION TOOLKIT**

**Complete this section BEFORE your Design Session with your Business Coach**

**INSTRUCTIONS:**

* List your top 2 pain points and top 2 opportunities below
* For each pain point and opportunity fill in each column with 5 (High), 3 (Medium) or 1 (Low)
* Add the total score for each pain point or opportunity in the last column

**Operational Urgency:** level of criticality to business

**Employee Impact:** number of employees impacted, ability to perform their role

**Customer Impact:** customer satisfaction, sales effectiveness, customer retention

**Financial Impact:** revenue growth, margins

**Strategic Alignment:** aligned to broader strategy

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Pain Points and Opportunities** | **Operational Urgency**  High = 5  Medium = 3  Low = 1 | **Customer Impact**  High = 5  Medium = 3  Low = 1 | **Financial Impact**  High = 5  Medium = 3  Low = 1 | **Employee Impact**  High = 5  Medium = 3  Low = 1 | **Strategic Alignment**  High = 5  Medium = 3  Low = 1 | **Total Score** |
| **Pain Point 1:**  [Insert here] |  |  |  |  |  |  |
| **Pain Point 2:**  [Insert here] |  |  |  |  |  |  |
| **Opportunity 1:**  [Insert here] |  |  |  |  |  |  |
| **Opportunity 2:**  [Insert here] |  |  |  |  |  |  |

**A screenshot of a computer screen

Description automatically generated**

**Complete this section BEFORE your Design Session with your Business Coach**

|  |
| --- |
| **Your focus area** (pain point or opportunity from previous page with the highest total score):   * [Insert here] |
| **Key business metrics** (what current business metrics are impacted by your focus area):   1. [Insert here] 2. [Insert here] |
| **Your critical employees who can solve for your focus area** (i.e., these are your employees who will be going through the Essential Solution):   * **Department(s):** (E.g. R&D, Sales, Engineering, etc.) * **Level(s):** (E.g. Managers, Directors, etc.) * **Intact team?** |
| **Challenges** (what are the challenges your critical employees are facing and where are they stuck?)**:**   1. [Insert here] 2. [Insert here] |
| **Success** (what does success look like for you and your critical employees coming out of the Essential Solution?):   1. [Insert here] 2. [Insert here] |
| **How equipped have you been feeling to solve your focus area?** (1 = “not at all equipped” and 10 = “fully equipped”) |
| **How equipped would you like to be to solve your focus area and achieve your desired business outcome(s)?** (1 = “not at all equipped” and 10 = “fully equipped”) |
| **Anything else you would like to share with us** on how HumanQ could get you there:   1. [Insert here] 2. [Insert here] |

**A screenshot of a computer screen

Description automatically generated**

* Based on your focus area, select the Coaching Track that will best develop your critical employees to drive the greatest impact
* During the Design Session with your Business Coach, you will have an opportunity to customize each of the 6 Coaching Sessions, as well as adjust any topic names as needed

**BUILDING FOR THE FUTURE**

**SESSION 1:** Defining the Opportunity  
**SESSION 2:** Starting with a Growth Mindset

**SESSION 3:** Think Big

**SESSION 4:** Act Bigger

**SESSION 5:** Balancing Strategy & Execution

**SESSION 6:** Measuring Success

**COACHING TRACK 2**

**OVERCOMING CHALLENGES & DRIVING IMPACT**

**SESSION 1:** Defining the Pain Point  
**SESSION 2:** What’s Holding You Back?

**SESSION 3:** Thinking Differently

**SESSION 4:** Asking Great Questions

**SESSION 5:** Transforming Problems into Solutions

**SESSION 6:** Working Smarter, Not Harder

**COACHING TRACK 1**

**INNOVATING FOR GROWTH**

**SESSION 1:** Defining Innovation  
**SESSION 2:** Taking Calculated Risks

**SESSION 3:** Where are You Stuck?  
**SESSION 4:** Growth Mindset in an Era of AI

**SESSION 5:** Resilience as a Muscle

**SESSION 6:** Measuring Progress

**COACHING TRACK 4**

**UNLOCKING LEADERSHIP POTENTIAL**

**SESSION 1:** Unlocking Your Leadership Potential  
**SESSION 2:** Collaborating for Impact

**SESSION 3:** Building Trust in Teams

**SESSION 4:** Influencing Direction & Outcomes

**SESSION 5:** Taking 100% Ownership

**SESSION 6:** Your Success Blueprint

**COACHING TRACK 3**

**Coaching Track Selected:** For example, Coaching Track 4

**A screenshot of a computer screen

Description automatically generated**

**Complete this section DURING your Design Session with your Business Coach**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Session Topic | 1 Key Challenge | 1 Key Question | Desired Outcome |
| **Session 1** |  |  |  |  |
| **Session 2** |  |  |  |  |
| **Session 3** |  |  |  |  |
| **Session 4** |  |  |  |  |
| **Session 5** |  |  |  |  |
| **Session 6** |  |  |  |  |

**COACHING TRACK DESCRIPTIONS**

* **Defining Innovation: Develop a clear definition and understanding of what innovation mean to create alignment within the team**
* **Taking Calculated Risks: Increase your comfort level with taking risks that will drive the business forward**
* **Where are You Stuck?: Understand what’s blocking you from driving greater impact and create an action plan to overcome those blockers**
* **Growth Mindset in an Era of AI: Learn to embrace technology and AI as a tool that can help increase your impact**
* **Resilience as a Muscle: Develop greater resilience by learning to look at failure as an opportunity to learn from mistakes and do things better in the future**
* **Measuring Progress: Identify the methods and metrics you will use to measure progress to ensure you are moving the in the direction**

**CT4: DRIVING INNOVATION & AI | INNOVATING FOR GROWTH**

**COACHING TRACK 2**

**BUILDING FOR THE FUTURE**

**SESSION 1: Defining the Opportunity**

Develop a clear definition and understanding of what the opportunity is to create alignment within the team

**SESSION 2:** **Starting with a Growth Mindset**

Learn to use more of a growth mindset rather than a fixed mindset to open possibilities and drive better business outcomes

**SESSION 3: Think Big**

Think beyond your role and your team to develop the big ideas that will drive business impact

**SESSION 4: Act Bigger**

Develop an action plan that will allow you to operationalize your big ideas to increase your level of impact

**SESSION 5:** **Balancing Strategy & Execution**

Understand the right balance between focusing on strategy and focusing on execution to ensure you’re thinking long-term, while acting short-term

**SESSION 6: Measuring Success**

Identify the methods and metrics you will use to measure success to ensure you are achieving your goals

**COACHING TRACK 1**

**OVERCOMING CHALLENGES & DRIVING IMPACT**

**SESSION 1: Defining the Pain Point**

Develop a clear definition and understanding of what the pain point is to create alignment within the team

**SESSION 2:** **What’s Holding You Back?**

Identify the blockers that are preventing you from reaching your full potential and that will help solve for the pain point

**SESSION 3: Thinking Differently**

Develop different ways of thinking about both challenges and opportunities to help identify new “outside the box” solutions

**SESSION 4: Asking Great Questions**

Uplevel communication, create alignment, and develop greater clarity by asking better questions

**SESSION 5: Transforming Problems into Solutions**

Change your mindset around how you look at roadblocks and learn to see them as opportunities to try things differently and achieve better outcomes

**SESSION 6: Working Smarter, Not Harder**

Develop the tools necessary to become more efficient in how you work to streamline processes to free up bandwidth for other things

**COACHING TRACK DESCRIPTIONS (CONT’D)**

* **Defining Innovation: Develop a clear definition and understanding of what innovation mean to create alignment within the team**
* **Taking Calculated Risks: Increase your comfort level with taking risks that will drive the business forward**
* **Where are You Stuck?: Understand what’s blocking you from driving greater impact and create an action plan to overcome those blockers**
* **Growth Mindset in an Era of AI: Learn to embrace technology and AI as a tool that can help increase your impact**
* **Resilience as a Muscle: Develop greater resilience by learning to look at failure as an opportunity to learn from mistakes and do things better in the future**
* **Measuring Progress: Identify the methods and metrics you will use to measure progress to ensure you are moving the in the direction**

**CT4: DRIVING INNOVATION & AI | INNOVATING FOR GROWTH**

**INNOVATING FOR GROWTH**

**SESSION 1: Defining Innovation**

Develop a clear definition and understanding of what innovation means to create alignment within the team

**SESSION 2:** **Taking Calculated Risks**

Increase your assessment and comfort level with taking calculated risks to drive the business forward

**SESSION 3: Where are You Stuck?**

Understand where you are stuck and create an action plan to get unstuck and drive greater impact

**SESSION 4: Growth Mindset in an Era of AI**

Lean into opportunities to embrace technology and AI as a strategic tool that can help increase your impact

**SESSION 5:** **Resilience as a Muscle**

Develop greater resilience by learning to look at failure as an opportunity to learn from mistakes and do things better in the future

**SESSION 6: Measuring Progress**

Identify the methods and metrics you will use to measure progress to ensure you are moving in the right direction

**UNLOCKING LEADERSHIP POTENTIAL**

**SESSION 1: Unlocking Your Leadership Potential**

Identify the mindset and behavioral changes you need to make to become a better leader

**SESSION 2:** **Collaborating for Impact**

Learn how to better collaborate with others across the organization to drive greater impact

**SESSION 3: Building Trust in Teams**

Develop an understanding of how to build trust with your teams to increase performance

**SESSION 4: Influencing Direction & Outcomes**

Understand how to influence different stakeholders to drive better outcomes

**SESSION 5: Taking 100% Ownership**

Develop an understand of what 100% ownership means and what you need to do differently to take full end-to-end ownership over your role and your impact

**SESSION 6: Your Success Blueprint**

Create a roadmap of what success looks like for you in the short and long term and how you’re going to achieve it

**COACHING TRACK 4**

**COACHING TRACK 3**