

# Request for TEI Coaching Services

Being coached is an excellent way to achieve professional and career goals, solve individual leadership challenges, and excel in self-awareness and self-management.

**What is professional coaching?** The International Coach Federation defines coaching as partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential, which is particularly important in today's uncertain and complex environment.

How is coaching distinct from other development or support options? Professional coaching focuses on setting goals, creating outcomes and managing personal change. Sometimes it's helpful to understand coaching by distinguishing it from other personal or organizational support options. While positive feelings/emotions may be a natural outcome of coaching, the primary focus is on creating actionable strategies for achieving specific goals in one's work or personal life. The emphases in a coaching relationship are on action, accountability, and follow through.

Mentoring	Coaching
Ongoing relationship that can last for a long period of time	Relationship generally has a set duration
Can be more informal and meetings can take place as and when the mentee needs some advice, guidance or support	Generally more structured in nature and meetings are scheduled on a regular basis
More long-term and takes a broader view of the person	Short-term (sometimes time-bounded) and focused on specific development areas/issues
Mentor is usually more experienced and qualified than the 'mentee'. Often a senior person in the organization who can pass on knowledge, experience and open doors to otherwise out-of-reach opportunities	Coaching is generally not performed on the basis that the coach needs to have direct experience of their client's formal occupational role, unless the coaching is specific and skills- focused
Focus is on career and personal development	Focus is generally on development/issues at work
Agenda is set by the mentee, with the mentor providing support and guidance to prepare them for future roles	The agenda is focused on achieving specific, immediate goals
Mentoring resolves more around developing the mentee professionally	Coaching revolves more around specific development areas/issues

Counseling	Coaching
Broader focus and greater depth	Narrower focus
Goal is to help people understand the root causes of long-standing performance problems/issues at work	The goal is to improve an individual's performance at work
A short-term intervention, but can last for longer time periods due to the breadth of issues to be addressed	A short-term intervention, but can last for longer time periods due to the breadth of issues to be addressed
Counseling can be used to address psycho-social, as well as performance issues	Coaching does not seek to resolve any underlying psychological problems. It assumes a person does not require a psycho-social intervention
Focus is on career and personal development	Focus is generally on development/issues at work
The agenda is generally agreed upon by the individuals and the counselor	The agenda is typically set by the individual, but in agreement/ consultation with the organization
Other stakeholders are rarely involved	Other stakeholders are involved

For additional information or if you have questions contact us at [coaching-services@treasury.gov](mailto:coaching-services@treasury.gov)

## Applicants must:

- Be a member of one of the TEI Treasury or partner organizations
- Be a Grade GS-14 or higher (or equivalent)
- Return this application to: [coaching-services@treasury.gov](mailto:coaching-services@treasury.gov)
- Direct other questions to the program coordinator at [coaching-services@treasury.gov](mailto:coaching-services@treasury.gov)

## To Be Completed by the Applicant:

<b>Name:</b>							
<b>Organization:</b>							
<b>Job Title:</b>							
<b>GS / Executive Level:</b>							
<b>Email Address:</b>							
<b>Phone Number:</b>						<b>Time Zone:</b>	
<b>Preferred Time of Day (check all that apply)</b>		<input type="checkbox"/>	<b>Morning</b>	<input type="checkbox"/>	<b>Midday</b>	<input type="checkbox"/>	<b>Afternoon</b>
<b>1-2 Paragraph Bio (to be provided to potential coach)</b>							
<b>Description of two goals or outcomes you would like to achieve through the TEI Coaching process.</b>		<b>Please review the difference between mentoring and coaching before responding. TEI does not have a mentoring program.</b>					
<b>Additional information that might be helpful in assigning a coach for you.</b>		<b>If you would like to request a specific coach, please provide the coach's name and organization.</b>					