

PROCESS TO ACCESS THE EXECUTIVE COACHING REGISTER FOR BAND 3 EMPLOYEES

Step 1

Log onto GovTEAMS

Step 2

Search 'Executive Coaching Register'

Step 3

Request access to 'Executive Coaching Register Community'

Step 4

Access granted to SES Band 3 Employee or their delegate (eg EA, SES unit) by APSC community administrator

Step 4

Click 'Executive Coaching Register' to open

Step 5

Open 'Coach Register' Word Document

Step 6

Select Coaches that meet your requirements

Step 7

Select profiles for coaches who are of interest from the 'coach profile' folder

Step 8

Contact and engage coaches in accordance with Commonwealth Procurement Rules (CPAs) and your agency's procurement requirements