



**THE CORPORATION OF THE CITY OF WINDSOR
OFFICE OF THE CITY SOLICITOR**

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Purchasing Manager

Elaine Castellan
Purchasing Supervisor

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TELEPHONE NUMBER

**ADDENDUM NO. 1
LEADERSHIP COACHING SERVICES
RFP NO. 148-18**

August 28, 2018

This addendum amends and forms part of the Proposal Documents. The Proponent shall insert the addendum behind the cover page of the Proposal Documents.

REPLACE reference document “Coaching and Mentoring Example” with the revised Coaching and Mentoring document.

Except for the contents of this addendum, all other terms and conditions of this proposal remain the same.

END OF ADDENDUM NO. 1

Yours truly,

THE CORPORATION OF THE CITY OF WINDSOR

Elaine Castellan

Elaine Castellan
Purchasing Supervisor

EC/js
Attach.

**ADDENDUM NO. 1
LEADERSHIP COACHING SERVICES
RFP NO. 148-18**

August 28, 2018

I hereby acknowledge receipt of Addendum No. 1 to the RFP No. 148-18 (4 pages).

The information contained therein is hereby noted and account of same will be taken in our proposal cost.

This information was received on the _____ day of _____, 20_____.

Signature

Name (Printed)

Company Name

***NOTE: You are required to acknowledge this addendum with your submission.**

**PLEASE FAX BACK TO (519) 255-9891 OR E-MAIL @ purchasing@citywindsor.ca
SIGNED ACKNOWLEDGEMENT SHEET ASAP**

Attn: Purchasing Department

REVISED



What is the difference between Coaching and Mentoring?

Coaching is more structured and provides direction in specific personal and professional development areas. It consists of one-to-one developmental discussions. It provides people with feedback on both their strengths and weaknesses. It is aimed at specific issues/areas. It focuses on improving performance and developing/enhancing individual skills. It is used to address a wide range of issues. Coaching activities have both organizational and individual goals. It assumes that the individual is psychologically healthy and does not require a clinical intervention. It works on the premise that clients are self-aware, or can achieve self-awareness. Personal issues may be discussed but the emphasis is on performance at work.

Mentoring tends to be self-selected (you choose to become involved and you have a say in who your mentor is). It tends to be more fluid and entirely driven by the participants. It is an ongoing relationship that prepares an individual for promotion and better understanding of how to navigate corporate culture. Mentors are facilitators and teachers allowing the Protégé to discover their own direction.

REVISED

Considered an innovative development program, Corporate Coaching provides a broad context of leadership skills intended to provide structure and opportunity. This unique program is designed to:

- **Meet** current and future needs of the organization
- **Enhance** leadership abilities
- **Assist** with career planning
- **Achieve** personal goals
- **Maximize** potential
- **Embed** critical thinking skills
- **Achieve** positive results
- **Instill** better work-life balance

Regular full-time employees are encouraged to jointly complete the Corporate Coaching Job Readiness Form with their immediate supervisor/manager. Forms can be found on Dashboard. Simply visit the Human Resources Homepage } Staff Development Opportunities } Corporate Coaching } Job Readiness Form.