

## Women in Production Coaching Application Women in Manufacturing Services (WiM Services)

### PROGRAM OVERVIEW

WiM Education Foundation's Women in Production (WiP) program is a 20-week leadership development experience designed for manufacturing employees working in production, production support, and shop-floor roles who have been identified by their employers as having leadership potential but limited formal leadership experience.

The program includes:

- 13 asynchronous learning lessons
- 4 peer networking sessions
- 1:1 coaching support throughout the program

Coaches play an important role in helping participants translate learning into action and apply leadership concepts in their day-to-day work environments.

### ROLE OF THE COACH

Coaches will be paired with program participants and will provide **four 30-minute coaching sessions** during the program. All coaching sessions take place virtually. Coaches are responsible for selecting and sending the scheduling tool they will use (e.g., Calendly, Zoom Scheduler, Teams Bookings) and must use their own online platform to manage session scheduling. Coaches should also be prepared to assist participants in understanding how to access and use the selected tool.

Participants are often first-time leaders or emerging leaders working in hands-on manufacturing environments. Coaches should be comfortable helping clients:

- Reflect on their leadership development
- Identify strengths and growth opportunities
- Apply leadership concepts to real workplace challenges
- Build confidence in their leadership voice
- Develop practical strategies for growth

Participants must complete at least three coaching sessions to graduate from the program.

WiM Services will provide a platform for coaches to record completed sessions and track participation.

### 2026 PROGRAM TIMELINE

- **May 15:** Applications due
- **May 22:** Coaches are notified of acceptance to the program and contracts issued
- **May 29:** Signed contracts due to WiM Services

- **May 30:** All applicants who are not chosen will be notified
- **June 23:** Mandatory Coach Orientation via Zoom
- **June 25:** Program Kickoff at noon ET via Zoom (optional for coaches)
- **July 9:** Coaches and assigned participants are connected via email
- **July 10 – November 4:** Complete four 30-minute coaching sessions with each assigned participant
- **November 12:** Graduation at noon ET via Zoom (optional for coaches)

Coaches must be available to support a minimum of 5 participants and up to 15 participants.

## COMPENSATION

Upon completion of the cohort, coaches will receive \$175 for every participant who selected them as a coach.

## FREQUENTLY ASKED QUESTIONS

- What can I expect?
  - You can expect a transformational coaching experience with participants who are new to leadership development and eager to learn. Coaches should be flexible, patient, and prepared to support first-time coaching clients as they build confidence and apply new skills throughout the 20-week program.
- How are coaches paired with participants?
  - Participants will select their preferred coach based on coach's submitted bios and videos. Pairings depend on participant choice and the number of clients a coach can support.
- Am I guaranteed my maximum number of clients every cohort.
  - The number of participants who select you as a coach may vary from cohort to cohort.
- What are the time expectations?
  - Coaches will provide four 30-minute coaching sessions per client over the 20-week program. Attendance at the Coach Orientation is required; participation in program Kickoff (June 23, noon ET) and Graduation (November 12, noon EST) is optional.
- How will coaching sessions be tracked?
  - WiM Services will provide a platform for coaches to record completed sessions and monitor participant progress throughout the program. It is important that coaches keep this platform up to date. Client graduation is dependent upon completion of at least 3 coaching sessions within the program timeframe.
- Are coaching session materials or templates provided?
  - No formal templates are required or provided, but coaches may use their preferred frameworks.
- Will I receive support if my participant has a concern or issue?
  - Yes. Coaches may escalate concerns to the WiM Services team for support or guidance.

- How will I get paid for my services?
  - Coaches will be asked to complete an ACH form and provide an invoice at the end of the program. Invoices will be verified for accuracy and then payment will be provided via direct deposit.

## APPLICATION

### Contact Information

Name

Coaching Business (if applicable) and website

Email

Phone

Address

In what time zone are you located?

### Coaching Credentials

Do you currently hold a coaching certification? Y/N

If yes, please list the certifying organization.

Are you currently pursuing a coaching certification? Y/N

If yes, please briefly describe your program and expected completion timeline.

### Relevant Experience

This program supports emerging leaders in manufacturing environments, many of whom are working in production or shop-floor roles.

Please describe any experience you have working with emerging leaders, frontline employees, or manufacturing environments (150-200 words):

What draws you to coaching manufacturing employees or frontline leaders: (150-200 words)

### Coaching Logistics

All coaching sessions are held virtually. How do you typically schedule coaching sessions? (Examples: Calendly, Zoom Scheduler, Teams Booking link, etc.)

What is the maximum number of clients you are available to coach during the program? (Minimum: 5 & Maximum: 15)

What days and times are you generally available for coaching sessions?

### Additional Information

Are you fluent in any language other than English?

If yes, please specify.

Please upload a professional headshot.

### Coach Bio (100 words max)

Please provide a short bio that will be shared with program participants to help them learn about your coaching style.

Tips:

- Write in the first person

- Focus on how you help clients grow
- Briefly describe your coaching style or approach
- Consider including a personal detail that helps participants connect with you

Example:

*I'm Jane Doe, an ICI-certified coach who helps early-career professionals stop guessing and start growing by leveraging the power of CliftonStrengths. My mission is to help you "Name, Claim, and Aim" your natural talents so you can navigate workplace transitions with confidence. My coaching style is empathetic yet strategic - I'm here to listen while helping you translate insights into practical action.*

**Coach Video** (3 minutes max)

Please provide a short video that will be shared with program participants to help them learn about you, your personality, your experiences, and your coaching style. This can be similar to your bio, and should highlight your personality and philosophy.