

# Best Practices - Leading @ Vaxcyte



## Learning Programs:

- Please watch-out for **pre-work and participant materials** approximately one week before each scheduled learning program
- If there is any pre-work, please be sure to **complete this** in advance of your scheduled session
- It is also recommended that you always **consider the upcoming learning topic** and what specifically you hope to gain in advancing your own particular strengths and developmental areas relevant to each learning topic. This will only make your learning experience that much more impactful
- After each session, please watch-out for **program evaluations and other steps** we are asking you to take after each learning topic
- After each session, please be sure to **check in with your peer partner** from Leading @ Vaxcyte, and **always involve your manager** in sharing what you learned and how you will be using this going forward
- For all programs, please ensure that you arrive on time, you dedicate your undivided attention to the session, and that you have your **video** on during the session
- For most programs, you will have many opportunities for sharing learning and learning from other participants through breakout sessions. Of course, we will always ask for each of you to **protect the confidentiality** of each other



## Coaching:

- If you're new to coaching, you **may want to read an article such as [this](#)**, which will help you understand how to get the most out of executive coaching
- Agree with your coach at the start of your coaching engagement, the **full schedule for your monthly individual sessions, as well as the beginning, interim, and end of the program consultation with your manager** and your coach
- Ideally, complete your first session with your coach **before learning programs begin**, as this will help you garner the most out of each learning program
- Ensure you have a **signed coaching agreement** between you and your coach, including your manager's input into this, within four weeks from your start of this program
- Please **refrain from rescheduling coaching sessions**. If have to reschedule, please try to give your coach 48 hours notice
- During each coaching session, including consultation sessions with your manager and your coach, **please continue** to give your undivided attention during the session so that you're able to gain the maximum from it
- Anything you discuss with your coach will be held in strict and complete **confidence**.