



WELCOME TO MASAR COACHING PROGRAM

This guide is designed to help you navigate your coaching journey with clarity and confidence, so you can make the most out of every session.





What To Expect?

Throughout the Masar Coaching Program, you can expect a personalized and empowering experience that centers your growth. You'll engage in one-on-one coaching sessions with senior leaders who are here to support your development, challenge your thinking, and help you reflect with purpose.

You can expect:

- A safe, confidential space to explore your ideas, challenges, and goals
- Thoughtful guidance and honest feedback from experienced leaders
- Opportunities to gain clarity on your career path and leadership style
- Practical tools and strategies to support your professional growth
- A deeper sense of self-awareness, confidence, and direction



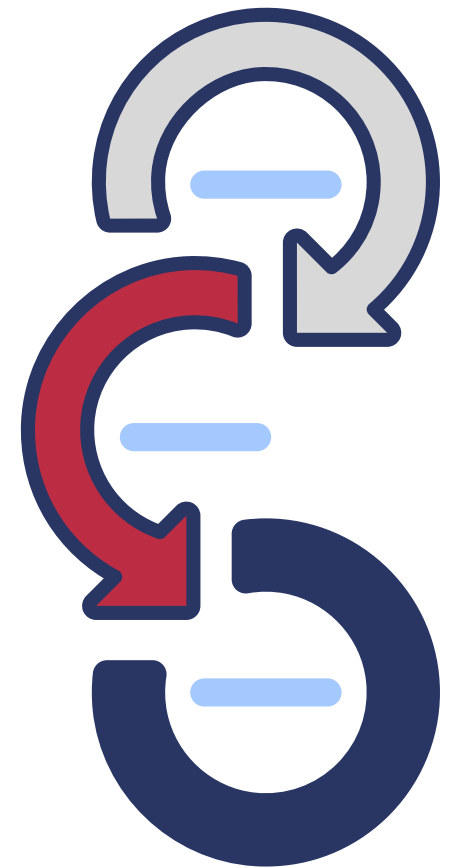
How to Book Your Coaching Session

1

Visit the Masar Coaching Portal via our internal website or the coaching page shared by HR.

2

Select your assigned coach that you received by email



How to Book Your Coaching Session

3

Click 'Book Now' under the coach's name.

The screenshot shows the 'Careery' website interface. At the top, there is a navigation bar with links for HOME, COACHING, PROJECTS, USER LOGIN, and CONTACT. The user is logged in as 'Howdy, Mohammad Abu Shanab'. The main heading is 'Book Your Coaching Session'. Below this, there are four coaching cards, each for a different coach: Nasser Saleh, Lama Zawati, Ali Awartany, and Ahmad Naddaf. Each card includes a 'Book Now' button, a 'Coaching 1h' label, and a 'Masar Program' icon. A red arrow points to the 'Book Now' button for Lama Zawati. At the bottom of each card, it says 'Generated with Amelia - Appointment'.

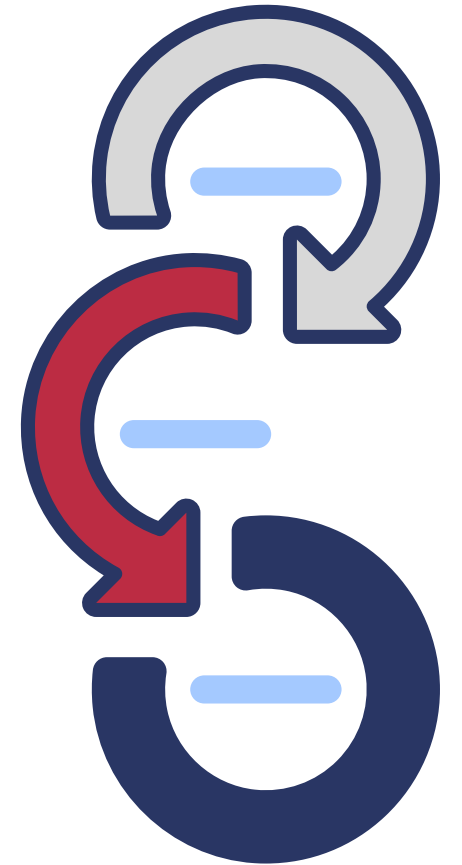
How to Book Your Coaching Session

4

Choose a date and time that works for you and based on the availability of the coach

5

You'll receive an email confirmation with a calendar invite and meeting link or location.





How to Prepare for Your Session

To make the most of your coaching experience:

- Identify one or two key areas you want to focus on (e.g., team dynamics, career progression, confidence, communication, decision-making).
- Reflect on recent situations where you felt challenged or inspired.
- Be open to feedback, new perspectives, and deep personal reflection.





How to Plan Your Session & Create an Agenda

Reflect on What You Need

- What's on your mind lately at work?
- Is there a challenge you're facing or a goal you're working toward?
- Is there a decision you need to make or a skill you want to strengthen?





How to Plan Your Session & Create an Agenda



Define Your Focus

Choose 1–2 key topics you'd like to explore.

Some examples:

- Navigating a new responsibility
- Building confidence in communication
- Clarifying career goals or next steps
- Managing time and priorities
- Strengthening team relationships



How to Plan Your Session & Create an Agenda

Draft a Simple Agenda

Your agenda doesn't have to be formal. Just a few bullet points can help. For example:

- Quick context on my current role/situation
- My main challenge: [describe briefly]
- What I'd like support with: [e.g., advice, reflection, decision-making]





Bring an Open Mind

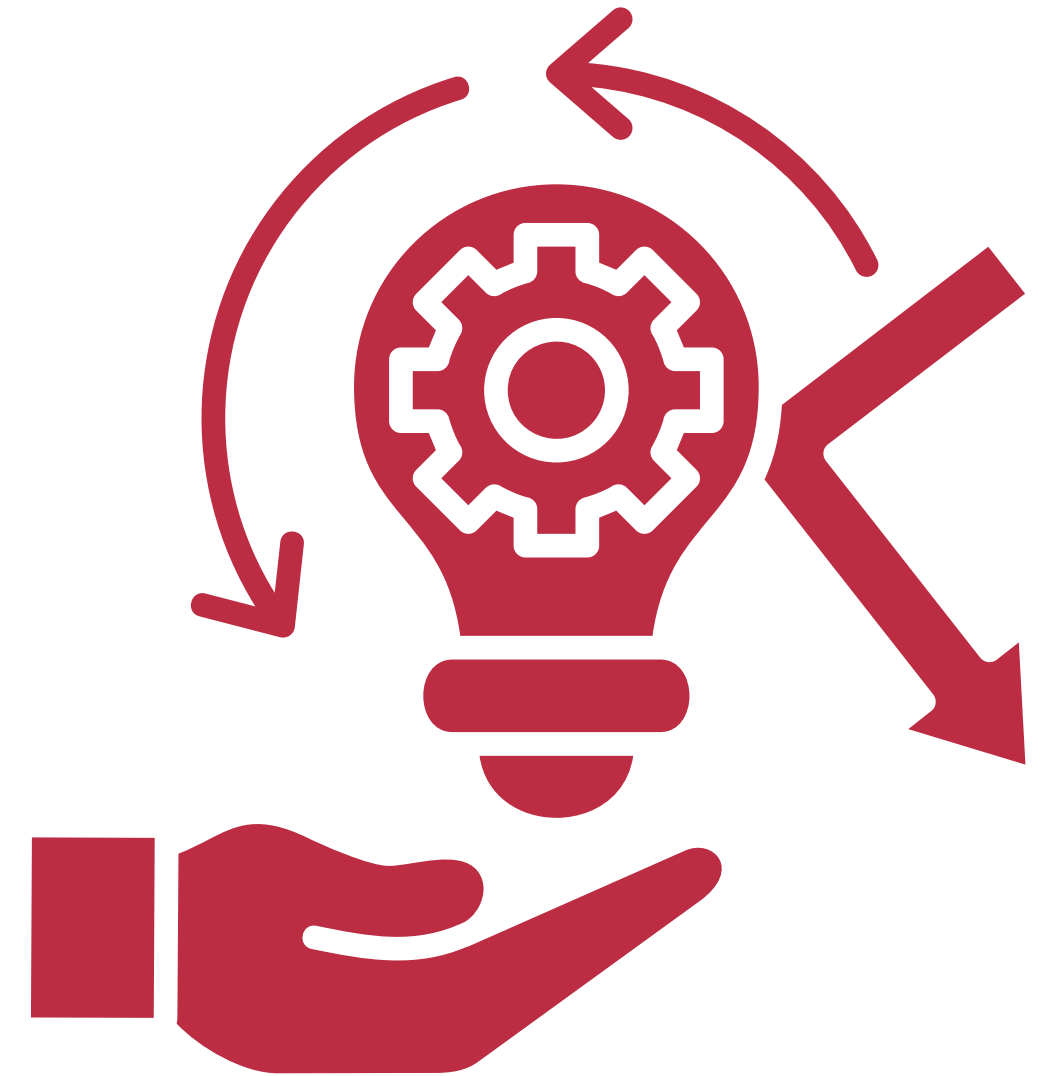
While planning helps, coaching is a dynamic and reflective process. Be open to unexpected insights and new questions that may arise during the conversation.





What To Do After The Session?

- Take 10–15 minutes to write down your takeaways while they're still fresh.
- Note any commitments you've made to yourself.
- Apply insights to your current role, projects, or relationships.
- If helpful, book a follow-up session to continue your progress.
- You may also reach out to HR or your coach for ongoing support.





Frequently Asked Questions (FAQs)

Q: Is the coaching session confidential?

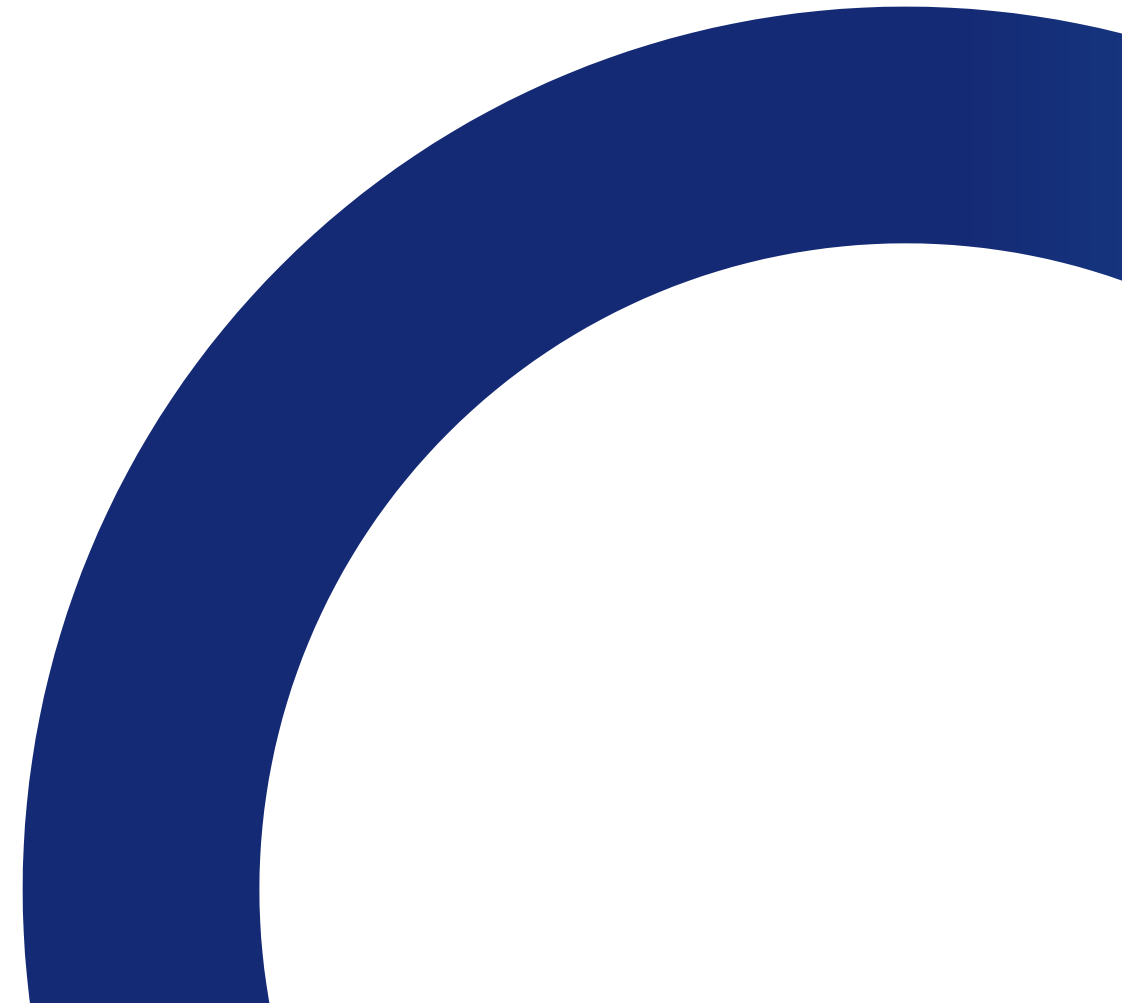
A: Yes. Everything discussed stays between you and your coach.

Q: Can I book more than one session?

A: Yes. You may request follow-up sessions depending on coach's availability and your goals.

Q: What if I need to cancel or reschedule?

A: Please cancel or reschedule at least 48 hours in advance using the same booking portal.





**If you need any support, feel free
to contact the HR Department**