



Jan Boxer, M.A., P.C.C.

Executive Coach and Senior Consultant
Washington, DC

Major Areas of Professional Expertise

- **Leadership Transition** - Supporting senior leaders or mid level managers transitioning into new leadership roles in order to counteract the high risk of derailment that exists when roles expand.
- **Developmental Coaching** - Customizing and implementing learning activities and development programs based on formal multi-rater (360°) assessment, targeted in-depth interviews and/or observation. Teaching self-generative practices that increase leaders' ability to self observe, reflect, and choose new behavior/actions in order to successfully meet more demanding challenges.
- **Career Management** – Coaching senior level executives through career transitions. Facilitating assessment processes designed to identify strengths, values, preferences, improvement opportunities and barriers to advancement. Helping derailed employees analyze job fit, and equipping them to effectively redirect their careers within their organization. Teaching managers how to conduct effective career management conversations designed to retain key talent. Advising those responsible for restructuring or downsizing their organizations. Helping high potential talent execute on accelerated growth and development plans. Coaching career advisors and HR managers to more comfortably handle the coaching and career counseling responsibilities required by their roles.
- **Executive presence** - Elevating leaders' ability to: show up grounded and present, think and communicate strategically as well as tactically, inspire through a compelling sense of vision and purpose, confidently demonstrate and model business etiquette, soften rough edges/tendency to be impatient or aggressive or alternatively communicate more assertively; lead others through organizational transitions and times of change with sensitivity to the personal anxieties of others and the ability to confidently speak the truth and point to hope.
- **"Finding your voice"** - Aligning message, voice, and body language for more authentic and confident communication; confronting negative self –talk and replacing limiting thinking patterns; increasing the ability to comfortably stand up and assert values, opinions and/or convictions; learning how to manage the internal judge, critic, victim that lives within each of us.

Jan Boxer is a valued advisor to organizational leaders who are overseeing wide scale change, sensitive personnel issues, performance improvement initiatives, succession planning, or engagement and retention programs. Jan is a committed partner and confidant in the effort to design the right strategies and integrate the right solutions to meet her client's unique organizational needs.

Ms. Boxer's coaching experience in both the private sector and government agencies is far reaching. Currently, she enjoys long-term relationships and multiple coaching assignments with W.R. Grace & Co. and The Inter-American Development Bank. She has worked extensively within the Intelligence Community, the Department of Human Services including the National Institutes of Health; and within the U.S. Food and Drug Administration including the Center for Food Safety and Nutrition and the Center for Veterinary Medicine. Jan has directed teams conducting organizational assessments and agency or community wide conferences. This extraordinary exposure provides her with the ability to create a meaningful context for coaching within the government that encompasses current organizational realities and priorities.

Previously, Jan directed nation-wide outplacement efforts or established career transition centers for Marriott International, Manor Health Care Services Corp, McCormick and Company, Sunburst Hospitality, U.S. Postal Service, Crown Central Petroleum, National Geographic Society, Blue Cross/Blue Shield of the National Capital Area, Bell Atlantic and AT&T. She has overseen the transition or redeployment of over 20,000+ individuals over the course of her career.

In 1999, Ms. Boxer was invited to join Georgetown University's adjunct faculty where she served as a co-creator of the Advanced Certificate Program for Leadership Coaching. Ms. Boxer holds certifications in Career Architect's "Voices" and The Leadership Circle Profile™ both 360° multi-rater feedback instruments. In addition she is a qualified administrator of the Myers Briggs Type Indicator, FIRO-B, and the Strong Interest Inventory as well as a certified trainer of *Career Power for Managers™* and *Coaching In the Moment™*. Ms. Boxer earned her Master's Degree from George Washington University and is a graduate of the Institute of Life Coach Training an International Coach Federation accredited coach training institution in Fort Collins, Colorado.

Personal

In her free time Jan cooks for friends, putters in her garden, goes hiking, and enjoys vacations in the Rocky Mountains.