

# Career & Life Coaching



## Information Kit

# Coaching Overview

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Coaching is a confidential, one-on-one relationship providing individualised guidance, challenge, support and skills training to key personnel.

Coaching focuses on our 'way of being', which is a dynamic inter-relationship between three areas of human existence – language/beliefs/physical.

It's an extraordinary powerful method for effecting change for an individual. It's highly effective because it is based on a practical understanding of the power of language and beliefs for behavioural transformation.

A coaching conversation has certain beliefs built into it: that every situation has possibilities and that people really do have the power of choice in their lives.

## Coachingplus offers 3 types of coaching

Coaching towards success in work and life:

- **Life Coaching**  
Personal and small business
- **Career Coaching**  
Executive and leadership
- **Health Promotion Coaching**  
Individual and group

Clients typically emerge from the coaching relationship with a clear sense of their path forward, newly-learned (or re-learned) skills to manage their projects and relationships.

Coaching concentrates on where you are today and what you are willing to do to get where you want to be tomorrow. (see coaching model)

## It all starts with you, and what you want!

People come to me because they want things to be different. As your coach, I will plan and structure the coaching assignment, based on your personal agenda, (what you want) applying six main steps towards achieving any single coaching goal.

1. Clarify and agree on the desired outcomes
2. Analyse and agree on the current reality – establish improvement areas
3. Develop possible options to achieve goals
4. Plan and implement actions
5. Support and monitor progress
6. Give feedback and . . . *start gain*

From the above it can be seen that coaching can become a continuous process – once a result is achieved, then this provides the foundation for subsequent coaching activities.

# Coaching Model

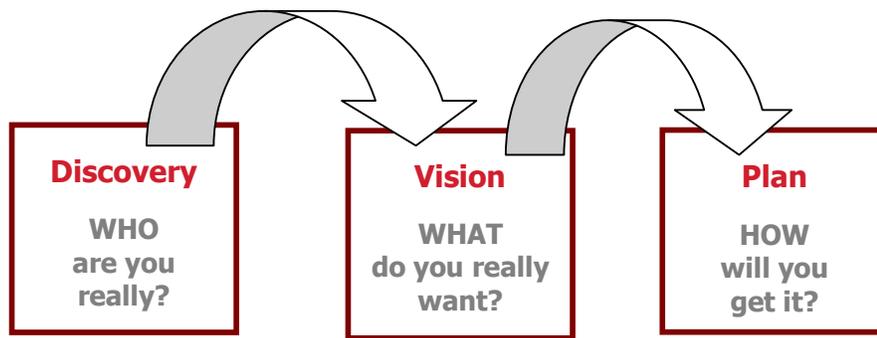
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Coaching moves you from where you are today to where you want to be - *towards your vision*.

Typically, my clients bring to coaching:

- a crystal clear vision;
- a fuzzy vision;
- or no vision - yet they know they want to move from their current position.

So, whatever the state your present vision; Coachingplus can assist you in discovering YOUR vision.



By focussing on the WHO, you can discover your VALUES. When your vision is aligned with your values, you feel motivated and energized, and your vision is realised effortlessly. Your energy is increased as the "SHOULD's" are removed.

As you design the right HOW, you end up discovering who you really are. You evolve and grow in the process.

Professional coaching with Coachingplus works with you to discover the WHO, while designing the HOW and clarifying the WHAT.

**Life coaching can help you convert possibilities into reality!**

If you feel that this type of relationship could work for you, complete the enclosed registration form or give me a call, and let's talk. Coaching is not something we sell; it is something you invest in because you want it.

# Coaching Format

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The format within the coaching environment is varied. I work with my clients by telephone, with regularly scheduled, often weekly appointments.

Some clients prefer in-person coaching, whether at their office or at my office, or off-site. Coaching takes place in board rooms, and holiday retreats and the local café.

You may contract with me for a fixed period of time, such as three months, six months or a year. Or, establish an ongoing, open-ended relationship.

## Getting Started

I typically begin a working relationship with an initial process that is part orientation and part self-discovery work for my clients. Mostly, it is a brief interview or a page or two of basic questions, all handled in the initial coaching session. Other times it may be several sessions, assessments of various kinds, and interviews with the client's co-workers, direct reports if required.

This foundation-setting, familiarizes you with the coaching process, provides an opportunity to design the alliance, and begins the work of clarifying your issues and goals. *Little by little, we start the flow.*

## Here's what you can expect from me when we work together

I am most passionate about, and aim always to achieve a productive blend of support, challenge and creativity with my clients. I provide a sounding board, and give constructive and positive feedback.

I expect the participant to undertake actions and exercises as agreed, and will hold them accountable, and moving toward their goal/s.

There is access to unscheduled coaching calls and I encourage email communication, to share insights and challenges experienced along the way.

Work sheets and aids are supplied to enable successful performance outcomes.

In each session, you choose the focus of conversation, while your coach listens and contributes observations and questions. This interaction creates clarity and moves you into action. Coaching accelerates your progress by providing greater focus and awareness of choice.

**'Coming together is a beginning, keeping together is progress,  
working together is success.'** *Henry Ford*

# Coaching Environment

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## Client's Agenda

The on-going relationship between coach and client exists only to address the client's agenda. The relationship is entirely focused on getting the results you want! You set the agenda. As the coach, my job is to make sure the agenda doesn't get lost.

So while you focus on the ongoing changes you are making in your life, I hold on to the agenda. My objective is to ensure you are always steering toward fulfilment and balance and are able to engage in the process.

This way of working with an agenda is different from consulting, as the consultant brings the specialised expertise and very often sets the agenda for the relationship.

Coaching is not about the coach's expertise, advice, or solutions. The coach's job is to help clients articulate their dreams, desires and aspirations, help them clarify their mission, purpose, and goals, and help them achieve that outcome.

**An independent coach can reflect ideas, evoke solutions  
and support their implementation.**

## Confidentiality & Trust

Confidentiality between coach and client is a key condition for safe and courageous conversation. An agreement to hold the coaching conversation confidential is one key component in building trust.

We live in a culture that, for the most part, demands that people prove themselves, demonstrate their worthiness by performing to some standard, before they are accepted into the circle. This culture creates relationships in which the emphasis is on proving, explaining and justifying.

While a coaching relationship is built on the premise that clients are naturally creative, resourceful and whole and are capable of making the best choices is a relationship founded on basic trust in the client's capacity and integrity.

My clients see that they have a person in their lives who believes they can do what they say they can do, who believes they can be the person they want to be.

## Accountability

It's a paradox that coaches believe completely in their clients and, at the same time, hold them accountable. By 'accountability' I don't mean in a context of judgement, as 'prove it to me,' but simply accountable for your promise of action and the insight of learning.

My clients see that I am really on their side, respecting their vision and their action plans but also willing to be honest and direct for their sake.

# Leadership & Influence Coaching

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## Invest in your clarity, mastery and results

Leadership and management effectiveness is fundamentally about conversational and relational competence, which is central to improved work practices, cultural change and lasting organisational change.

Our 'way of being' contains our often deep-seated perceptions and attitudes and is the underlying driver of our behaviour and communication.

It has often been said, 'Great leaders are born, not made.' Today we recognise that true leadership seems to come from a combination of both theories – and more.

There are countless war stories of simple GIs and sailors who rose to the challenge on their own in the heat of the battle.

There are a wide variety of leadership attributes. Everyone has some ability in at least one or more of these areas. This means that under the 'right' circumstances, anyone can rise to a challenge and be successful based on the personal style (way of being) that best matches their personality, and if they know how to use that ability to properly address the situation at hand. Other leadership attributes can indeed be learned, developed and mastered.

Clearly, leadership and influence potential lies within each of us. This potential can be triggered by outside events, or it can be learned by exploring ourselves from within.

Coaching takes the latter approach. Once the techniques are learned, participants will be able to build the confidence to make the change they desire.

In terms of leadership and influence, there is no 'right' or 'wrong' answer, but there are 'more effective' and 'less effective' ways to lead and influence. Coaching helps to maximise leadership to the best of the individual's ability.

## Career Coaching Components (corporate, executive and senior managers)

**Exploratory meeting** - to ascertain the suitability of coach / client.

**Assessment** - utilizing questionnaire and tools appropriate to your profession and/or job function.

**Intake meetings** - to establish the coaching focus and specific objectives. Depending upon your objectives, these meetings may include interviews with other staff.

**Shadow coaching** - at your workplace (or other place you do business) to observe actual personal and interpersonal dynamics.

**Scheduled weekly coaching calls** - to maintain focus, deal with issues and support progress.

**Access** - by phone and email for on-going support and assistance.





# Registration of Interest Form

## Contact Data

Date ...../...../.....

Name ..... Age: under 20  20-35  35-45  45-55  55+

Address ..... Email .....

Phone ..... Mobile .....

How often do you check your email? Daily  Weekly  Other .....

How would you like us to contact you? Phone  Mobile  Email

What is the BEST time to contact you? B/Hrs  Evenings  Other .....

How did you hear about Coachingplus?

Referral  Internet  Flyer  Yellow Pages  Other .....

## About You

Will this be your first experience working with a professional Coach? YES  NO

What area do you want us to work together on?

My Business  My Career  My Leadership /Performance

My Life  Other .....

Any comments? .....

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What do you want to achieve from us working together? .....

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What's the single biggest change you would like to make in your life right now?

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What would it be worth to you to make that change?

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Let the journey begin . . .

Fax, email or post this registration form to:

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Tel: 03 5500 5262

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