

Human Change Coaching® – What does this mean to you?

Do you:

- Want to achieve more from your career?
 - Do you have career goals?
 - Do you have a clear idea of your next career goal and are struggling to get there?
- Want to balance your life?
 - Do you keep your personal commitments?
 - Do you have a fulfilling life next to your career?
- Want more time?
 - Do you plan your work day effectively so that you meet your deadlines?
 - Do you wish you had some time to work ideas through?
- Want to do more of the activities you enjoy?
 - Do you wish you could do more of the strategic activities within your role?
 - Do you wish you had some time to work ideas through?
- Wish you could communicate more positively?
 - Do you develop positive relationships?
 - Do you wish you could get your point across more effectively?
 - Do you confidently present to a group of people?
- Want to reduce your stress levels?
 - Do you find yourself saying yes when you really mean no?
 - Do you get to the end of each day and wish you had more energy?

If you answered **YES** to any of these questions then *Human Change Coaching®* could be for you ...

What is Human Change Coaching®?

The ICF-International Coach Federation's definition of coaching is "Coaching is an interactive process that helps individuals and organizations to develop more rapidly and produce more satisfying results. Coaches work with clients in all areas including business, career, finances, health and relationships. As a result of coaching, clients set better goals, take more action, make better decisions, and more fully use their natural strengths."

Coaching is NOT directing, controlling, or manipulating the client according to the coach's agenda; having all the answers and solving your problems; being judgmental or punitive; counseling therapy or mentoring!

Claudia Nuber – CN CONSULT® - vom Denken zum Handeln

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Benefits of Coaching for you:

In a recent study, the ICF-International Coach Federation found a wide range of benefits reported by individuals who take part in career coaching and executive coaching. These include:

- Increased self-awareness – 68%
- Better goal setting – 62%
- Lower stress levels – 57%
- Increased confidence - 52%
- Enhanced communication skills - 40%
- Increased project completion – 36%

Investing time in ourselves is one of the most important and often neglected areas of activity. By working with a coach you are taking one of the best steps you can to move yourself forward in a positive way.

How is *Human Change Coaching®* delivered?

I deliver coaching in face-to-face sessions or on the telephone – whichever better suits your needs. For face-to-face sessions we either meet at your place or in my office, they take between one and four hours time.

Telephone coaching is delivered in sessions of approximately 30 minutes very comfortably to you on the phone. There is a half-hour space in every busy calendar, a telephone may be found everywhere and your coach is as close to you as your telephone!

Human Change Coaching® by phone is as effective as face-to-face. I shall be happy to find out with you which format suits you best.

The Coaching Process:

In coaching I use a wide variety of tools and skills to help you and these are tailored depending on your needs. You agree a series of sessions where I as your coach will support you through discussions using the following process:

- Listening:
 - Actively listening to you in a way that allows you to open up and speak
- Learning:
 - Summarise and clarify what I have heard
 - Asking great questions that will benefit you and move you forward
 - Re-establishing the focus on the session when needed
- Empowering:
 - I am there for you and believe in you. I will demonstrate this through acknowledging you for your achievements and qualities.

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- Recap:
 - I will ask you to summarise what you feel you have gained so far in the coaching session and what insights this gives you. This enables you to gain clarity of thinking.

- Action:
 - I will always ask you what you are going to do and how committed you are to achieving your goals. You can expect this at every coaching session. This enables you to take full accountability for the next steps you want to take and subsequently build on.

For the duration of these discussions the emphasis is about YOU. I will not give you my views on your situation as the belief is that you know the answers that will work for you better than anyone else.

My job as your coach is to help you think clearly and for you to come up with possible solutions that will work for you. I will also check in with you to see that you are achieving the objectives you set yourself. As needed, the coach will challenge you in a really positive way.

Next Steps:

Once you decide you want to move forward with coaching you can expect the following four steps:

1. Telephone Interview:
We will want to make sure that we are a good fit, clarify questions like what you expect from me and from coaching and if you like you may try out a quick coaching on the telephone. When confirming your appointment I will attach a short questionnaire and ask you to return it to me before our interview.
2. When we are clear on working together, I will recommend at least three months to you as development and change do take time.
3. There will be coaching agreement for the business side of our work and a welcome pack to help you make the best of your coaching experience.
4. We will set up your appointments and schedule so it fits your calendar.

I look forward to working with you!

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