

Welcome!

You made a great decision to engage in this experience! We look forward to working together and supporting you in achieving whatever it is you really want to accomplish during this pivotal moment in your life and career. This document is designed to help you understand the nature of coaching and how to get the most from our partnership.

What Is Coaching?

Coaching is one of the leading tools that successful people tap into to create extraordinary lives. Through coaching, you will be able to identify what is most important to you and align your thoughts, words, and actions accordingly. Your coach will work with you to identify how they can support you in achieving the career that you really desire that aligns with your life goals.

Having a career that you love starts with gaining clarity on your values, enabling more meaningful choices, and consistently taking action. Your commitment to your career through coaching offers a means for more balance, joy, intimacy, energy, financial abundance, focus, and action.

Professional athletes who are successful and at the top of their game, understand the value that comes from having a coach work directly with them to point out things they can't see for themselves. Their coaches both encourage and challenge them to achieve their greatest potential. We can do the same for you about your career transition.

During this experience, your coach will:

- Encourage you to set goals that you truly want to achieve
- Ask you to do more than you may have done on your own
- Help you focus better to produce results more quickly
- Provide you with the tools, support, and structure to accomplish your goals

Confidentiality

Your openness is essential to getting the most value from coaching. Conversations with your coach are treated as private and handled with discretion but know we are **not bound by legal confidentiality** like a therapist or attorney. Be assured personal details are not shared.

We do keep general notes to support your progress and program management. **In addition, we provide monthly reports to your sponsoring organization such as deliverables we have provided to you as well as program status or placement outcomes.**

How we coach our clients

Your coach will inquire, encourage, advise, challenge, make requests and listen for your truth so that you remain aligned with your intentions, your goals, your values, and your vision. The focus is completely on you and what you want in career.

The coaching relationship is a collaborative effort and will be refined through ongoing two-way feedback. Even though we are committed to the journey, you will ultimately be responsible for actions taken (or not taken) throughout the process.

We will give advice

We have extensive experience in supporting life/career transitions. In certain circumstances, we will make specific suggestions on how to handle a problem or pursue an opportunity. Regardless, you are always encouraged to weigh our advice with your own judgment.

We ask for your best effort

We should only be working together if you are ready to do and be your best. If you aren't doing your best, we will ask you to do so. If you can't be your best at the moment, we will understand and together we'll figure out how to get you back on track.

We will make requests

From time to time, we will make a direct request, such as "Will you accomplish X by the end of the month?" You may accept the request, counter-offer (e.g.: "I can't do X, but I can do Y") or decline. We will always support you, whichever way you respond though we may challenge you to stretch beyond your initial response.

We will be direct

We use active listening during our conversations. This means that your tone may carry more weight and meaning than the words you are using. When we sense something is off, we will ask you about it. Often, it is these small moments that offer the chance to resolve something that can have a significant impact. We will take this opportunity to invite you to take a closer look at the situation.

We give assignments

There are elements of this experience that will require input on your part. That may include providing us with written details about your career or preparing questions for upcoming coaching sessions.

Focus on what you really want

Coaching works best when you have clear goals that are based on your true values. We will encourage you to deeply consider what you want your career to look like. Then, identify the gaps between the way things are now and how you would like them to be. Many people struggle with this, so if you're unsure about what it is you really want to achieve, coaching is an excellent tool that can provide you with greater clarity.

Get to know yourself in a new way

Working with an experienced, empathic coach is a healthy way to grow. Most clients and coaches work together on specific goals and much of the time and focus is on these objectives. Yet with coaching many clients discover new parts of themselves and find they adjust their goals to be more in alignment with who they really are. This discovery process is natural, and you don't need to concentrate on it, just realize it will likely happen. Accelerated personal and professional growth is the hallmark of coaching.

Double your level of willingness

Part of the coaching experience is that we will ask a lot of you. Not overwhelmingly so, but perhaps more than you may be accustomed to. All we ask is that you be willing to experiment with fresh approaches and test out new beliefs. We will invite you to tell the absolute truth, raise your personal standards, and set bigger goals. Ultimately, you will decide what is best for you, however, the more willing you are to grow, the greater the benefits you will receive from coaching.

The bottom line

Coaching is proven to work when two factors are present. There is a gap between where you are now and where you want to be and you are willing to learn, grow, and take action. That's all that is necessary for a successful coaching relationship where you can develop the right strategy, implement a plan of action, and achieve your goals.