

BarefootTrainers



Welcome to Coaching!

Programme Information Pack



www.barefoot-trainers.com

Coaching Information Sheet – What to Expect

Welcome to Coaching – I look forward to working with you! Below is some information to help you take full advantage of the opportunity of being coached.

Learning about yourself, discovering your strengths and areas for improvement, having an open mind and being open to accept change, are all part of the great journey you will undertake.

I use many different tools and exercises to assist the process. However, there is never a one size fits all – and any exercise used is of course with your agreement.

I work within the Coaching Academy Code of Ethics. Please see www.barefoot-trainers.com

Detailed below is 'What to expect in a session'.
Within this pack also are some essential coaching tools

These help to:

- Get to know you better
- Raise self-awareness
- Look at some of the things that may be holding you back.
- Establish what your bigger goal/s are.

Please complete these and return to me at louise@barefoot-trainers.com a minimum of 24 hours before the first session.

Part of your coaching programme will include a personality analysis, using DISC. This is a method I use in order to help to understand different behaviours based on our personality traits. This is very helpful in understanding ourselves and helping us to communicate effectively with others. It is thought provoking to do, but there are no right or wrong answers or good or bad personality traits.

'Building awareness, responsibility and self-belief is the goal of the coach'
John Whitmore

Attending a session

Each session is 90 minutes – you will have a pre session preparation form, which will help you to be ready for what you want out of the session in advance.

The first session will be a 'getting to know you session' with the emphasis being on your goals and aspirations

Subsequently each session will have a structure, (which I manage) of 6 basic points, as follows:

Review the previous actions

how have you got on since we last met?

Set a goal for the session

what do you want to get out of this session?

Look at reality of situation

discussion – e.g what have you done before?

Explore possible options

creative thinking!

Agree actions

diary based commitment!

Summarise

what has been agreed

You will go away with actions that you will be committed to. You can make notes or record these actions; whichever way is easiest for you.

It is an enlightening experience, can cause some deep thinking, but you are in a safe and relaxed environment; no judgments are made; confidentiality is maintained at all times and generally you can have fun!

It is a process that helps you to achieve your goals far more quickly than struggling on your own.

The Balanced Life Wheel

The 'Balanced Life Wheel' helps you to determine which areas of life are important to you and to make sure that you are paying attention where needed. It gives you a visual representation of where you are in relation to each of your life goals.

What would you like to change, gain, eliminate or enhance as it stands currently in your life?

(Think about your personal and work life – yourself, your knowledge and your skills)

1. Make a list of your current important areas of life. List as many as you can think of – then choose your top priorities (min 4 & max 8)

Examples might include:

Work experience	Relationships
Fun	Travel
Family	Personal Growth
Social life	Fitness
Knowledge and Skills	Add your own!

2. What is important to you? Select (tick) the areas that are important to you
3. Draw a circle on a piece of A3 paper – divide into 8 segments (example below)
4. Write your 8 priority areas in each segment or 'cheese'
5. First gauge your level of satisfaction in each area identified, **ask yourself:**
 - *If I was scoring it 10/10 - if everything is that area of my life was perfect or just as I want it to be – what would be going on?:*

Write in real detail ...

- What would it look like?
- Where would you be going?
- What would you be doing?
- What would you be saying?
- What would be actually happening?

6. Now rate how happy you are in each of the areas identified

Ask yourself

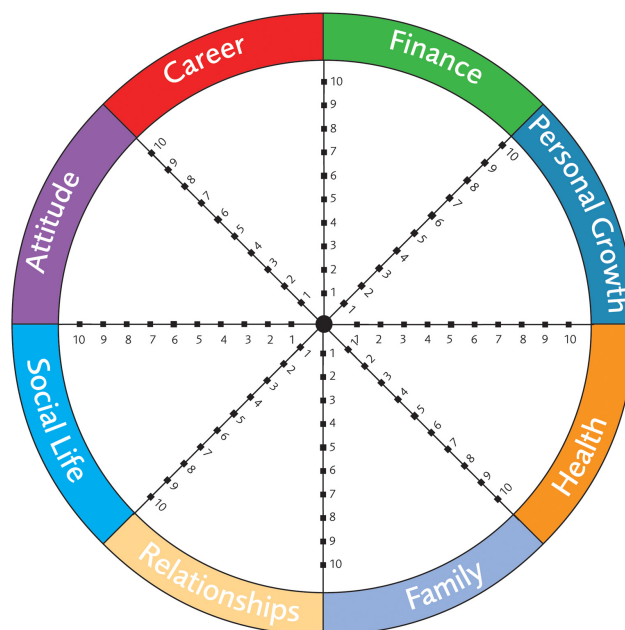
- **How satisfied am I with this area of my life at this current time?**

0 = desperately unhappy and 10 = extremely happy.

7. Draw a line across each segment to clearly show your level of satisfaction.

A high 10 line being on the top outer edge of the circle – 5 being in the middle of the slice of cheese – 0 or 1 in the centre

You now have a visual representation of your level of satisfaction of the different priorities of your life. This will raise your awareness of what you may want to bring to the coaching sessions



What are Your Values

Below are a list of values that you may have, try and use these as inspiration to find your true values rather than just pick your values out of the this list – You will begin to see how beneficial it is for you when you are clear about your own values. Important life decisions are easier to make and outcomes are more fulfilling when decisions are made in line with your values

1. Take some time to complete the following exercise
2. From the list below select the Values that you feel are most important to you and also add any that are not included in this list.
3. After you have chose your Values put them in order of importance
4. Choose the top ten
5. Then choose the top three

Humour		Participation	
Directness		Performance	
Partnership		Collaboration	
Productivity		Community	
Service		Power	
Contribution		Freedom	
Excellence		Connectedness	
Free Spirit		Acknowledgment	
Focus		Friendship	
Love		Recognition	
Loyalty		Spirituality	
Harmony		Empowerment	
Accomplishment		Self-Expression	
Orderliness		Integrity	
Action		Creativity	
Honesty		Independence	
Success		Excitement	
Accuracy		Joy	
Adventure		Beauty	
Health		Authenticity	
Trust		Risk Taking	
Tradition		Peace	
Elegance		Growth	
Vitality		Fun	
?		?	

Always check your goals against your values – are they compatible?

Your History

There is no right or wrong way to answer the following questions, but please be as honest as possible. Everything you communicate to me is 100% confidential.

- 1. What have been your most fulfilling accomplishments in life so far and what have you learnt from these experiences?*
- 2. What has been the biggest thing you have had to overcome and what have learnt from this experience?*
- 3. Which words do you use to describe yourself at your best?*
- 4. Which words would you use to describe yourself when you are not at your best?*
- 5. How do you like to spend your leisure time?*
- 6. Are you past, present or future oriented?*
- 7. What is frustrating you at the moment?*
- 8. What area of your life would you like to focus on in this coaching session?*
- 9. What, in an ideal world would you love to achieve in this area?*

Coaching Agreement

Client Name	
Address:	
Telephone:	
Email	
Coaching Sessions	Sessions are provided on a fortnightly basis Each session is 90 minutes Additional sessions can be booked if required
Dates Agreed (Provisional)	
Fee	
Procedure	Rescheduling or cancellation of appointments should be done at least 48 hours before the planned date.
Extra Time	Please email me between scheduled sessions if you need support, have a problem or want to share a success with me.
Confidentiality	I will at all times respect your confidentiality and will not divulge any information.
Honesty	If I ever say or do anything in a session that you don't feel comfortable with or if you have any concern with the way we are working, please let me know as soon as possible. For our work together to be effective, you have to be honest with me.
Nature of Coaching	The client is aware that the coaching is in no way to be construed as psychological counselling or any type of therapy. Coaching results are not guaranteed. The client enters into the coaching with the full understanding that they are responsible for creating their own results

Client has agreed to above:

Coach has agreed to above: