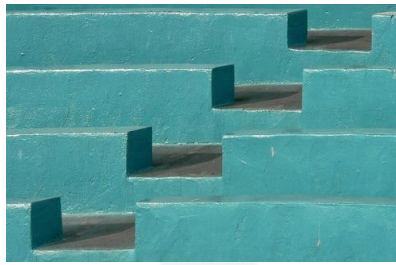


Coaching Process: the next steps



Typically, how Halina works with clients:

- during a 6, or 12 months coaching programme depending on what her client, the stakeholder, the organisation chooses with complete confidentiality
- are billed monthly with payment due on 1st of the month or payment for the whole coaching programme can be made in one payment.
- Programme consists of introductory session, final session plus 10 sessions in between if 6 months programme **or** 22 sessions in between if 12 months programme
- with 3 options – twice monthly **or** every 3 weeks **or** monthly depending on the momentum her client wants to create to achieve their goals
- in sessions of 60 minutes apart from first and final sessions
- having the first and final sessions 90 minutes in length
- currently sessions are via a virtual platform
- first session of 90 minutes to dig deep to clarify 3 goals or outcomes with clear evidence stated to demonstrate they have been achieved
- optional in the first session, should it be appropriate and if the client is comfortable, the stakeholder (HR, Manager, Supervisor) representing the organisation can be invited to join the session for 20 minutes towards the end of the session to share any goals the organisation requires to be addressed
- final session of 90 minutes to review what has been achieved, celebrate the evidence collected and detail the feedback in order to complete the process and share the information with the organisation if appropriate.
- on the understanding that the coaching programme, if is to be extended, has a very strong case for doing so.

Halina is strongly committed to enable her clients to become self-sufficient having achieved remarkable results, developing a coaching approach, introducing a coaching culture in a sustainable way. Support in between sessions via email is an added bonus.

To be blunt it is important to have a clear end to a coaching programme. For clients to be filled with confidence, practical frameworks and knowledge rather than coaching becoming perpetual and thus diluted.

How the process looks – in 5 parts:

Preparation:

- Complete the coaching intake form and set up payment schedule
- Decide on your 3 main goals / outcomes and briefly why they are important to you
- Check on your commitment level on a score of 1 – 10 [10 is highest level] for each goal / outcome.
- Ask yourself why these 3 have made it to the top of your challenges / concerns right now
- Think what support you might need from whom
- 'fess up to what might de-rail / block / get you stuck – the old patterns
- Choose to make yourself your no.1 priority for the next 6 – 12 months - seriously

Introductory Session – Establish the coaching relationship:

- 90 minutes with if required/ appropriate Stakeholder / HR / Manager joining for 20 minutes towards the end of the session
- Design how we will work together – our coaching agreement to discover how you would like me to work with you, where the boundaries are, the no-go areas
- Clarify the 3 goals / outcomes you intend to focus your attention on
- Decide what evidence will clearly prove that you have accomplished these
- Choose what will be your homework in between this and the next session
- *Optional: discover what the organisation wants you to work on – agree your goals*

Sessions in between: (10 or 22 depending on length of programme)

- Review of what's happened, results, challenges, questions, high fives, successes, what noticed, unexpected, evidence you have spotted, what others have noticed
- What is the priority for the current session? What to think about? To progress commitment towards achieving the 3 goals / outcomes.
- How to think deeper, broader with more richness
- What to agree to work on before next session – accountability; support needed from whom

In between sessions:

- Practice what has been worked on – any enquiries to complete, homework you have set
- Notice what happens as a result of changes you make for example
- Record results – actions, reflections, outcomes, surprises, what others have noticed / commented on
- Keep any stakeholders in loop – updating them as to what has happened if agreed to do so

Final Session (either after 6 or 12 months):

- Preparation **before** final session – to complete a review /feedback form
- Review of all that has happened, been achieved, evidence collected, self-appraisal
- Design the plan going forward to build on and take to the next level the work done and results achieved
- Agree the final version of the review/ feedback form, forward to organisation if that is what has been agreed.
- Celebrate all that has been achieved along the journey