

## COACHING RELATIONSHIP GUIDE

- DO YOU ASPIRE FOR GREAT THINGS?
- DO YOU FEEL READY TO ACT?
- DO YOU NEED HELP ACCOMPLISHING YOUR GOALS?



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This is a guide on how to get the most from our coaching relationship. As Theodore Roosevelt once said

“Nothing worth having was ever achieved without effort”

What is coaching?

Coaching is an action-orientated partnership – an equal relationship – that aims to unlock your personal and professional potential through a creative, thought-provoking process. Coaching is forward looking and results driven. When working with a coach, clients consistently find they are able to achieve better and more fulfilling results, faster.

Email any questions to:

jo@h4p.co.uk

What is my responsibility?

- To clarify and encourage you to set goals that you really want.
- To ask you to do more than you have probably done on your own.
- To help you focus better in order to produce results more quickly.
- To provide you with the tools, support and structure to accomplish more.

How will I coach you?

As your coach I will ask questions, encourage, advise, challenge and listen to your goals. My focus will be on you and what you want and how you can best get the outcomes that you want. However, the coaching relationship is designed by both of us and may be refined by each of us in giving and receiving feedback. I am committed to working with you; it still remains your personal responsibility to take action (or not take action) as you desire. You can expect the following from me.

- I expect your best – the best results are achieved when you are ready to both do and be the best you can be. It is about stepping up to the challenge and giving it your best shot. It is my job to bring to you your awareness so we can work out what you really want to do.
- I am open – if I notice that you seem a bit hesitant or hear it in your voice, then I will generally ask you about what I have noticed, I will not confront you. It is my job to highlight things and allow you to do with it what you will.
- I will set homework – typically I will ask you to work on a few things following our sessions together. If I am pushing you too hard then say so, if you want to be pushed harder then let me know.

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“A goal without a plan is just a wish “ Anon.

### How to Get the Most from Coaching

It is important that you benefit significantly from our coaching sessions as well as from the time in between. **Outlined below are some of the things that you can do in order to maximise the value of your coaching experience.**

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- **Focus on what you really want.** Coaching works best when you have clear goals that are based on what you really want to achieve. Firstly, it is important for you to consider deeply what you want your work and your life to look like. Secondly, it is important to identify the gaps between the way things are now and how you would like them to be.
- **Understand that You Will Develop.** Working together is a definite way to grow and develop. Most people take on a coach to work on specific goals and much of their time and energy is directed towards this. However, the coaching relationship also may allow you to discover something more about yourself. This is just a natural consequence of the coaching process and you do not need to concentrate on it, but just recognise that it is likely to occur. Accelerated personal and professional growth is the hallmark of coaching.
- **Increase Your Willingness to Step Up.** Part of my responsibility is to ask a good deal of you. This is not meant to exhaust you but simply to ask more of you than perhaps maybe you have asked of yourself recently. It is important that you be willing to experiment with fresh approaches and try new beliefs. I will encourage you to be honest with yourself, raise your personal standards and set higher goals. However, you are the best judge of what is right for you..
- **Come Prepared to Each Coaching Session.** To get the most value out of each coaching session is important that you prepare an agenda for each session. To that end, the "Coaching Preparation Form" may be of assistance to you (this is also available as a download). Sometimes this can be difficult, but experience shows that if you spend 10-15 minutes preparing, it has a significant impact on our session together. Email it to me before the session if you can
- **Complete Your Homework.** After each session, you will decide on the actions or goals you want to focus upon. I expect you to keep the commitments you make and will work with you to make sure that you are setting worthwhile, realistic and achievable goals. If you know that you have a busy week or two ahead, your homework might be as simple as thinking about a new perspective. If you have more time, you might decide to handle a bigger task. Irrespective, I will hold you accountable and encourage you to do your best.

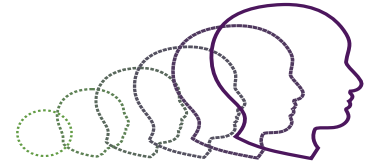
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“It always seems impossible until it is done” – Nelson Mandela

### Scheduling a session

If you have a package of sessions or an ongoing monthly session, it is your responsibility to schedule these sessions, some clients like the same time each week or month, we can block these sessions in advance to ensure you get the best option for you. At the end of each coaching session we can agree the next dates and check location etc.

### How do I pay?

The frequency and number of sessions and their costs will be agreed at the Chemistry Session. Payment is due 48hrs before the session is scheduled. Payments can be made by bank transfers / Cheque or via PayPal. If you are a business client then payment is expected on receipt of invoice.

### What happens if I need to cancel my session?

If you need to re-schedule or cancel a session, please contact me 24 hours in advance. Since the time is held for you, you will miss the session without notice and payment is still expected. True emergencies are rare exceptions and will be evaluated on a case-by-case basis. If I have to cancel a session, then the session will be re-scheduled as soon as possible.

### Confidentiality?

This is a high priority. As part of an ongoing professional coaching credentials, I may document client's names, contact information and session times. This log of cumulative coaching hours is periodically submitted to Association For Coaching that also holds confidence. Occasionally the Association may contact clients to verify that a coaching relationship exists. In this event I would appreciate your co-operation, this enables me to continue my own professional development. I will treat as confidential any specific personal or business details we share. Part of respecting confidentiality is to be clear and honest with you, this clarity will enable us to avoid any misunderstanding.

### How does our coaching relationship end?

We agree to provide each other with two weeks notice in the event that is desired to end the relationship, otherwise coaching will continue for the duration of the contracted period.