

Top Tier Coaching



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Coaching is the practice of supporting an individual, often referred to as a Coachee, through the process of achieving a specific personal or professional outcome.



Coaching Methodology

Step 1: Understand Client needs

- ▶ Determine needs of clients and key stakeholders
- ▶ Establish links to existing organisational systems such as competency based frameworks

Step 2: Plan the Coaching Strategy

- ▶ Define coaching strategy and scope
- ▶ Develop coaching plan and timelines
- ▶ Agree roles and evaluation criteria

Step 3: Design the Coaching Program

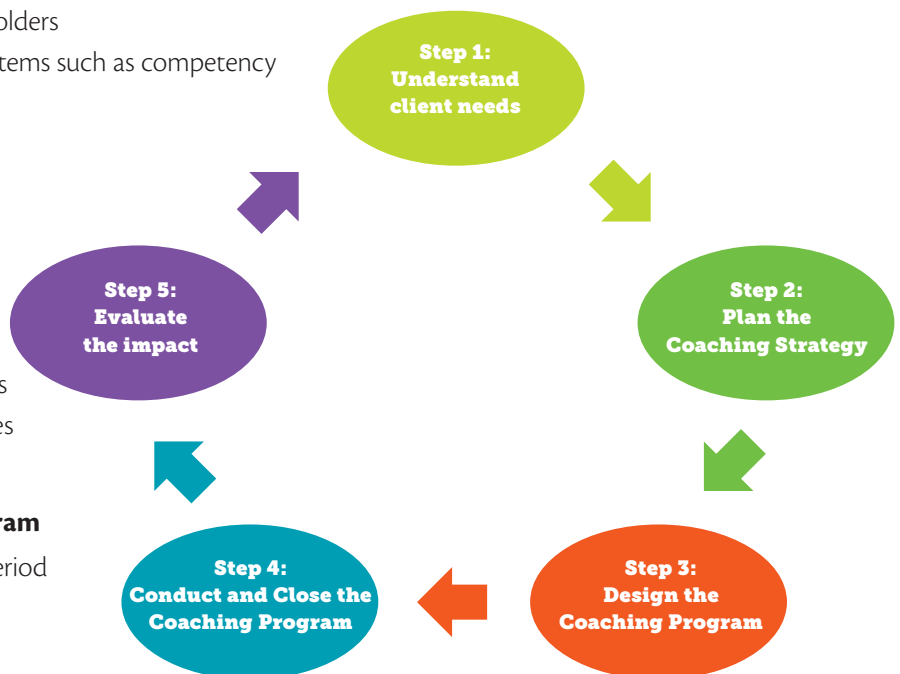
- ▶ Design the coaching process and outcomes
- ▶ Communicate expectations for both parties
- ▶ Produce materials where necessary

Step 4: Conduct and Close the Coaching Program

- ▶ Conduct coaching program over agreed period
- ▶ Use specific diagnostic tools and models
- ▶ Ensure transfer of learning to workplace
- ▶ Provide ongoing support and create a feedback loop

Step 5: Evaluate the Impact

- ▶ Conduct ongoing evaluation at every coaching point
- ▶ Provide Coachee with an evaluation at the conclusion of the project
- ▶ Follow up with coaching participants



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The structure and methodologies of coaching are numerous but are predominantly a facilitative style; where the Coach mainly asks questions to help the Coachee accumulate actions to achieve the result.

Preferred Training Networks has accredited Coaches nationwide (except WA and SA) to help Coachees achieve their objectives. All the Coaches within our network were initially referred to us by Senior Management from Australia's largest organisations. The referred Coaches are then rigorously assessed, observed, tested and reference checked to find the top tier that consistently achieves optimum results. Think of your Coach as your partner whose sole purpose is to help you achieve your objectives and goals.

Senior Executive Coaching

All our Senior Executive Coaches have previously been employed as Senior Executives. Usually the coaching revolves around achieving KPIs and professional development. Beginning with a coffee to ensure a good fit between the Coach and Coachee, the coaching foundations and timeframes can then be agreed. A minimum of 4 one hour sessions is recommended. Sessions can be run very early in the morning or anytime up to 6.30pm in the evening to fit with your busy calendar.

Areas may include

- ▶ Interpersonal Communication, Succession Planning, Performance Management, Organisational Effectiveness, Career Management, Change Preparation, Values Orientation, Developing Executive Presence, Strategic Thinking, Resilience, Conflict Resolution, High Performance Team Building and Work/Life Balance.

At a Glance

- ▶ Starting Point: Coffee meeting to ensure mutual fit between Coachee and Coach
- ▶ Knowledge of your industry by Coach: High
- ▶ Length of Coaching Session: 60–90 mins
- ▶ Duration: 4–6 face to face sessions
- ▶ Structure: Coaching Session recommended every 2–3 weeks
- ▶ Discussion: Confidential

High Performance Mind Coaching

All our High Performance Mind Coaches have been very high performers within organisations. Having a high performance mind is a huge asset for your organisation. Your Coach will help you train your mind and keep your brain fully engaged with new and exciting challenges. Together you will reframe some current challenges and your Coach will help you reach milestones and gain a greater sense of achievement.

Areas may include:

- ▶ Motivation, Staying Focused, Performance Management, Dealing with Difficult Internal/External People, Goal Setting, Reframing Challenges, Presentation Skills, Influencing Better Outcomes, Conflict Resolution and Team Synergies.

At a Glance

- ▶ Starting Point: Coffee meeting to ensure mutual fit between Coachee and Coach
- ▶ Knowledge of your industry by Coach: Medium to High
- ▶ Length of Coaching Session: 60–90 mins
- ▶ Duration: 4–6 face to face sessions
- ▶ Structure: a Coaching Session recommended every month
- ▶ Discussion: Confidential

The 5 levels of coaching available to you are as follows:

- Senior Executive Coaching
- High Performance Mind Coaching
- Leadership and Management Achievement Coaching
- Career Coaching
- Leaping Over Obstacles Coaching



Leadership and Management Achievement Coaching

All Leadership and Management Achievement Coaches have previously been successful managers and leaders. This coaching is perfectly suited for coachees facing a leadership/management obstacle. It may be a personality clash that is becoming a struggle point. Your Coach will help you discover different approaches to moving past the obstacle in a positive way. You will benefit from a fresh set of eyes on the obstacle together with practical insights.

Areas may include:

- ▶ Stepping up to Leadership and Management, Resilience, Dealing with Difficult People, Goal Setting, Setting Behavioural Boundaries, Thinking Strategically, Conflict Resolution, Identifying Team Dysfunctions and Courageous Conversations.

At a Glance

- ▶ Starting Point: Coffee meeting to ensure mutual fit between Coachee and Coach
- ▶ Knowledge of your industry by coach: Medium to High
- ▶ Length of Coaching Session: 60–90 mins
- ▶ Duration: 4–8 face to face Sessions (and occasionally phone or skype)
- ▶ Structure: a Coaching Session recommended every week
- ▶ Discussion: Confidential

Career Coaching

Career Coaching is akin to having a partner at hand to help you map out the career that you want to have. It is a self discovery journey and along the way, you'll design your own personal career plan. As the old saying goes "if you don't know where you are heading then any road will take you there". Career Coaching is a proven staff retention driver and helps the Coach and the organisation minimise expectation gaps.

Areas may include

- ▶ Career Obstacles, Career Planning Resilience, Dealing with Difficult People, Setting Milestones, Being Strategic, Conflict Resolution, Presentation Skills, Getting prepared for Performance Reviews, Expectations Management, Negotiating Skills and Networking.

At a Glance

- ▶ Starting Point: Coffee meeting to ensure mutual fit between Coachee and Coach
- ▶ Knowledge of your role by Coach: Medium to High
- ▶ Length of Coaching Session: 60–90 mins
- ▶ Duration: 3–6 face to face sessions (and occasionally phone or skype)
- ▶ Structure: a Coaching Session recommended every 2–3 weeks
- ▶ Discussion: Confidential (Not always but will be discussed and agreed beforehand)

Leaping Over Obstacles Coaching

These coaching sessions are very easy to organise. The problem is clearly articulated and labelled and then tackled. The coaching sessions are designed to ensure a continuum of action. Avoiding and ignoring the problem is much harder when you have your coaching partner spurring you on to overcome the problem.

Areas may include:

- ▶ Dealing with Difficult People, Problem Solving, Influencing, Conflict Resolution, Work/Life Balance, Dealing with Change.

At a Glance

- ▶ Starting Point: Coffee meeting to ensure mutual fit between Coachee and Coach
- ▶ Knowledge of issue resolution by coach: Very High
- ▶ Length of Coaching Session: 60–90 mins
- ▶ Duration: 3–6 face to face Sessions (and occasionally phone or skype)
- ▶ Structure: a Coaching Session recommended every 2–3 weeks
- ▶ Discussion: Confidential (Not always but will be discussed and agreed beforehand)