

1-1 COACHING PROGRAMME

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01 ABOUT ME

I have been deeply committed to the personal and professional development of myself and others throughout my career. At the heart of my work is a belief that everyone is capable of leading a more fulfilling and purposeful life if they are given the right support, know what their values and strengths are, have a strong focus, and are shown how to develop resilience and a positive mindset.

I have worked as a coach and mentor on numerous programmes aimed at developing young people and members of staff. I achieved my first coaching qualification in 2016 at The University of Manchester and then became an internal coach, supporting members of staff with setting goals, managing workplace relationships, and career progression.

My most recent role involved working one-to-one with students and graduates to provide advice and guidance on writing tailored applications for employment and further study. I worked in Higher Education for over 10 years and undertook a variety of roles including co-founding and leading a staff development network, managing a research and innovation project, and programme administration (including supervision and management of administrative staff).

I am now in the process of completing a postgraduate coaching qualification and currently write a personal development and wellbeing blog called My Self-Help Habit where I post articles on goal setting, productivity, self-care, self-help resources and more!

02 WHAT IS COACHING?

According to the International Coach Federation, coaching involves:

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partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential.

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(<https://coachfederation.org/about>)

Coaching is wholly focused on you. The one-to-one personalised sessions give you the space and time to discuss where you are in your life right now and what you want to achieve. You will identify the steps you need to take to reach your goals and, with the support of your coach, you will work through any challenges that arise.

Using a series of open questions and a rich variety of coaching models and tools, a coach will help you to untangle yourself from the issues that you are facing by encouraging you to reflect on your experiences, bring out the answers and solutions that lie within you, and draw upon the internal and external resources that you need to enable you to reach your goals.

Note: Coaching is not the same as counselling or psychotherapy. A coach cannot: provide an assessment or treatment for mental health conditions, talk you through how to manage them, or examine your past to find out why such problems may have occurred.

Coaching is mainly focused on your future vision thereby helping you to reach a specific goal that you have identified and set for yourself.

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ROLE OF THE COACH

As a coach I will:

- Listen attentively and be fully present in the session with you
- Support and encourage you
- Move you forward, facilitate change, help you to achieve clarity and focus, and develop your self-awareness by:
 - Asking you effective open, thought provoking and challenging questions
 - Utilising coaching models, tools and techniques
- Ensure sessions remain focused on the outcome you want to achieve
- Provide you with constructive feedback based on any observations I have made during the session
- Be non-directive (a coach is not there to tell you what to do)
- Act as your accountability partner - ensuring that you are progressing with the actions you have set
- Arrange the coaching sessions and ensure meetings start and end at the agreed times (*unless there is an emergency or an unforeseen issue*)
- Limit distractions or disturbances during meetings
- Carry out any actions I have agreed to do (this may include sending through information, resources or exercises that are tailored to the client's needs)
- Maintain confidentiality and create a safe environment for you to discuss any issues or concerns

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EXPECTATIONS OF THE CLIENT

- Participate fully in discussions this includes being honest about what is going on for you, trying out coaching techniques, and being open to discussing different options or ways of thinking about your current situation
- Be responsible for carrying out any agreed actions and report back on your progress
- Complete the activities set by the coach
- Commit to attending meetings (*unless there is an emergency or an unforeseen issue*)
- Limit distractions or disturbances during meetings
- Provide constructive feedback on the coaching experience both during and at the end of the relationship

THE COACHING PROCESS

Initial meetings

During our very first discussions we will agree how we are going to work together, clarify your current situation, and get specific about the outcomes that you want from coaching.

Subsequent Meetings

We will go into further detail about how you are going to achieve your goals and overcome any obstacles or challenges that might get in your way. You will reflect on your experiences of carrying out your actions and we will talk about how you will maintain progress towards your goals.

Final meeting

We will review the coaching programme and identify any next steps that you may wish to take.

05 INVESTMENT & TIME COMMITMENT

The coaching programme will consist of 6 coaching sessions that are delivered over a 3-month period. Each session tends to last 1.5 hours and we will meet on a fortnightly basis.

The investment for the whole 3-month programme is currently £180 (or you can pay in monthly instalments of £60). Payment is made upfront, before the programme begins, or before the next set of sessions are due to be held if you are paying monthly.

MEETING ARRANGEMENTS

All meetings will be held online via Zoom (the link to the meeting and a full set of joining instructions will be sent to you prior to the start of the meeting). You will need a good internet connection, a web camera and a microphone.

You will also need to be able to find a quiet room and a date/time when you will not be disturbed or distracted and can speak openly.

AVAILABILITY

I am available Monday-Friday from 10.30am-2.00pm or from 7.00pm-9.00pm. I can also work on a Saturday or Sunday from 10.30am-5pm or from 6.30pm-8.30pm

06 QUESTIONS?

Thank you for your interest in the coaching programme.

If you have any questions then please contact me by emailing louisa@myselfhelphabit.co.uk.

READY TO TAKE THE NEXT STEP?

I would love to be able to provide the help and support that you need to achieve your goals and realise your potential.

Please email louisa@myselfhelphabit.co.uk and I will be in contact with you to arrange a date and time for a 45-minute, free (and no obligation!) discussion.