

1-1 COACHING PROGRAMME

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01 ABOUT ME

I have shown a deep commitment to personal and professional development 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 been 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 became an internal coach, supporting members of staff with setting goals, managing workplace relationships, and career progression.

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 then joined the Careers Service and provided advice and guidance on writing tailored applications for employment and further study to students and graduates.

Most recently, I worked for a Local Government Human Resources department which involved supporting managers and employees with all aspects of the recruitment process and HR lifecycle (for example, contractual changes, resignation, retirement, etc.)

Over the last few years I have completed a Diploma in Transformational Coaching and a postgraduate coaching qualification. I am now undertaking training in counselling skills. I completed my Level 2 Counselling Skills Award in December 2023 and am now studying for my Level 3 Certificate in Counselling Skills.

I 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, coaching tools and more!

02 WHAT IS COACHING?

According to the International Coach Federation, coaching involves:

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

(<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 meeting

During our first discussion 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.

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INVESTMENT & TIME COMMITMENT

Each coaching session lasts up to 90 minutes and can be held fortnightly or monthly (depending on your preferences).

Your first session is free of charge and gives you the opportunity to ask any questions you have about coaching and to find out more about what it entails. We will also discuss and clarify your goals and use the remaining time to have a coaching session around a topic of your choice.

If after the first session you decide that you would like to continue to work with me you have the following options:

Keep it flexible!

Pay as you go - £30 per coaching session. Book in your coaching sessions as and when you need them.

Book a block of coaching sessions

If you have a goal that you would like to achieve in a specific time-frame, or if you are looking for support with an issue over a number of months, then it may be best to commit to having a block of coaching sessions. You can have either 2 sessions (£60) or 1 session (£30) per month over your preferred timescale.

BLOCK OF 6 COACHING SESSIONS OVER 3-6 MONTHS	BLOCK OF 8 COACHING SESSIONS OVER 4-8 MONTHS	BLOCK OF 12 COACHING SESSIONS OVER 6-12 MONTHS
TOTAL COST: £180 (PAY IN FORTNIGHTLY OR MONTHLY INSTALLMENTS)	TOTAL COST: £240 (PAY IN FORTNIGHTLY OR MONTHLY INSTALLMENTS)	TOTAL COST: £360 (PAY IN FORTNIGHTLY OR MONTHLY INSTALLMENTS)

Please note: payment must be made at least 24 hours before the coaching session is due to begin.

If you decide that you want to end the coaching programme before the agreed timescale then you may cancel at any time.

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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.

You will receive a summary of every session, including any recommended coaching tools and exercises, to aid further reflection and to assist you with carrying out any actions.

If you require support in-between sessions (such as a check-in email or message) then this can be discussed and arranged.

AVAILABILITY

I am currently available:

- Mondays and Wednesdays from 10.00am-2.30pm and 7.00pm-9.00pm (UK Time)
- Tuesdays, Thursdays and Fridays at 7.00pm-9.00pm (UK Time)

07 QUESTIONS?

Thank you for your interest in my 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 full potential.

Please complete the [coaching enquiry form](#) (available from myselfhelphabit.co.uk/coachingprogramme) and I will be in contact with you to discuss how we can work together.