

Paramount Transitions, LLC

15400 W. 64th Ave, 9E, Ste 160, Arvada, CO 80007

(303) 431-3092

How to Make the Most of Coaching

Congratulations on your decision to take action to achieve your goals. Your time is valuable so I recommend that you come to the coaching session prepared to make the most out of the call.

Coaching is a joint commitment

If you are hiring a coach, you are probably ready to make changes in your life that will challenge you to do and be your best. If you aren't, I will ask you to. We will both come to the calls on time and ready to focus fully during the session. It is important that I hear you clearly, so please avoid using speakerphones (unless absolutely necessary). If you ever have a problem hearing me, please let me know. It is also important that there is no background noise (i.e. music, animals, children, phone ringing).

I hear more than what you say

You can expect me to tell you exactly what I hear and sense is going on. I expect you to be honest with me when I'm right and tell me when I'm wrong. I use deep listening and communication skills to get to the heart of the matter. I may ask for clarification, or request a different path – all part of the process.

You are responsible for your own results

I will expect you to bring a weekly agenda to the call. You can expect me to weave in your defined goals as we move forward, keeping us both on track. My tone is to achieve serious results with a light heart; however, you can set the tone if you prefer a more somber environment. I will be a mirror for you and invite you to look at new ways of thinking and being. I may challenge your beliefs and shed new light on your actions. However, I don't confront or make you wrong. You decide what to change in your life. I expect you to be your best and you can expect me to be totally accepting of whatever that is.

Keep it honest

In some cases, you may feel like you are being pushed out of your comfort zone. I ask that you be willing to experiment with fresh approaches and be open to redesigning the parts of your life that are not working for you right now. This is about holding a high level of respect for each other and being honest at all times. I expect you to tell me when I say something that doesn't sit well with you. I want you to ask for what you need (particularly important in the early phases of the relationship as I am learning about you). If coaching isn't working the way you expected it to – say so and we'll work through it or move on. Occasionally I will make a direct request, like "Will you accomplish X by the end of this month?" You may say yes, negotiate, or say no. I'll make you right whichever way you respond.

Your fieldwork is where most of your growth will occur. Remember: coaching is about ACTION!

I will support you by:

- Asking powerful questions
- Listening
- Bringing your attention to new perspectives
- Supporting you in achieving your goals
- Recommending action steps

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Tips for preparing for the call:

- You might want to review for discussion
Achievements/Concerns/Opportunities/Obstacles/Challenges you encountered this past week
- Go through your journal - this will help you remember things that happened during the week that you might want to bring to my attention

This is your call. Talk about your achievements, concerns, ideas, and dilemmas. If you want to complain, that is fine. We can allow five minutes for this, then we will move on to creating the life you really want.

Remember that coaching is about being in action. This requires you to develop a strategy that will get you to where you want to go and then I will support you on implementing that strategy. Action steps will assist you in achieving your goals and will be co-created on every call.

After the call:

- Make notes of any action steps that is due for the next week
- Make sure that your coaching call is scheduled in your planner

Your coaching call is an investment in your week. Make the most of that investment by preparing for it.

Success is never an accident.