

Mentoring/Coaching Program

Introduction

The vast majority of successful people have been coached or mentored at some stage in their careers. It's a proven strategy for improving skills and performance.

Confidentiality

Please be assured all our sessions together are treated as strictly confidential, and any information shared remains privileged and will not be divulged to any 3rd party.

Program Objectives

As a Mentor/Coach, my core objectives are:

- helping you find the best in yourself
- helping you to find fulfilment in the career and job that you desire
- resolving any issues and clearing roadblocks
- ensuring you find the joy in your work and everyday life

My Background

I've been informally mentoring colleagues and friends for the last 30 years, and formally for the last seven years. I've been working for nearly 50 years, shifting back and forth between working in corporate management roles, and running my own creative agencies.

I started work in advertising and marketing when I was 16 and have been fortunate to work all over the globe with some of the world's most successful companies.

I have held senior management roles in 4 multi-national companies, and been an owner/director in 4 production agencies which I founded. My core corporate experience is in marketing, sales, and general management. I've also managed large diverse teams across many disciplines including finance, customer service, manufacturing and distribution, sales and marketing, I.T. and H.R.

After spending 5 years researching background material, I wrote and published a book on Time Management and Work-Life Balance in 2015.

Session Topics

Our sessions are totally confidential, conducted in a safe environment, always productive, and always fun.

These are some of the areas/topics I generally work-in, but I'm happy to support you in whatever area you need help with.

- Finding **Clarity** in your career path aspirations, and ensuring you have a clear strategy to keep you on track
- Focusing your time and energy on **High Leverage Activities** (H.L.A.'s)
- Creating and managing a High-Performing Team
- Managing 'Crucial Conversations'
- Problem solving/Sound boarding on any roadblocks in your career path
- Goal setting and achievement. My motto.... "Goals are useless.....unless they are written down, dated, and planned"

- CV creation and design
- Job interview coaching
- Appearance and personal presentation
- Public speaking and presentation design

My Mentoring/Coaching Process

I have a highly structured and linear process, which has proven very successful over many years. I use lessons from my book "Time Balancement" as the foundation for structuring the flow of the sessions, as well as the learnings from my mentors/coaches. I combine this with my own experiences in personally overcoming issues and roadblocks relating to our core topics. With that structure as a starting point, we will design a program which is both flexible, and tailored to suit your needs.

Sessions are 45 mins long, with 15 minutes of follow-up and preparation for the next meeting. I suggest we meet fortnightly, but this can be more frequent subject to your needs.

The structure of the sessions is as follows: -

Part 1 – Discovery

Prior to the first session I email you requesting the following: -

- CV.
- Formal Job Description.
- A brief description of your job from your own point of view.
- Personality assessment (Optional). If you don't have one, I can arrange an online test for you for a small additional fee.

Also, to tell me: -

- Some personal details about your life and family, hobbies, where you live etc.
- What you enjoy most about your role?
- What aspects are the most challenging?
- How you get on with your boss and peers etc.?
- What your short- and long-term goals and aspirations are for the future?
- Are there any issues or roadblocks holding you back in your career?
- What are the key outcomes you'd like to achieve during the program?
- What questions do you have?

I will then respond with a summary timeline/plan for our upcoming sessions.

If relevant, I also offer you the option of me communicating with your immediate boss to get feedback on any specific areas they feel would be of benefit for us to address.

Part 2 - Sessions

The first session will usually run longer than the allotted time as we get to know each other. It's primarily a listening session for me, giving you the opportunity to share your background, current short- and long-term aspirations, and raise areas you would like us to focus on during the program. Following the first session, we will have agreed the key issues we need to work through together. We will schedule the agenda for subsequent sessions with the issues in priority order.

During each mentoring session I make digital notes and email a post-call summary of the meeting within 48 hrs. The summary will include our key takeaways, and follow-ups for both of us.

Part 3 – Action Plan

At the start of each session, we will conduct a quick debrief on our progress and I will ask for continuous feedback to ensure expectations are being met. By the time we have completed the program we will have jointly created a strategic action plan for you to follow going forward. Another option at this stage is to debrief with your boss or the person who introduced us, so you can share your take-aways with them.

I will check in with you a month or so after we finish the program to see how you are doing. 😊

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