

Extra Ordinary Living **Q & A'S ABOUT COACHING**

1. **What is coaching?** Coaching is a form of consulting. Like a consultant, a coach helps you:

- Solve problems
- Reach goals
- Design a plan of action
- Make a decision

In addition to the above, the coach “stays with” and coaches you to:

- Implement the plan of action, working through the inevitable changes and obstacles.
- Maintain a healthy balance between your personal and professional life.
- Keep looking ahead to take advantage of opportunities, which are just now formulating.
- Bring out your personal best, keeping focused on your needs, values and vision.

2. **Why does coaching work?** Coaching works because it brings out your best. A coach believes **you** have the answers and is trained to bring them out (painlessly)!

3. **What goes on during a coaching session?** Specifically, this is what we, your coach, does with you during our coaching sessions.

- **LISTEN.** We listen fully. You are the focus. We listen to what you say, what you are trying to say, and what you are not saying.
- **SHARE.** After you have fully communicated, we share with you our advice, ideas, comments and views on your situation, dilemma or opportunity
- **ENDORSE.** Anyone who's up to something - an entrepreneur, a manager with an extraordinary objective, a professional filling the practice, needs an outside voice full of endorsement, compassion and acknowledgement. Not a yes type person, but someone who knows what it takes to achieve
- **SUGGEST.** We want a lot for you. We want you to be healthy, happy, and successful. We want you to be on a strong financial track. We want you to enjoy your family and friends. We want you to have a life that inspires others and yourself. Part of our job is to be a least three steps ahead of you, yet be with you. As such, we make requests and suggestions.

4. **What can I expect from a coach?** You can expect your coach to be:

- **UNCONDITIONALLY CONSTRUCTIVE.** No matter what happens during our time together, you can expect me to say only those things that will further your life and your goals. If you are disturbed, we will understand. If you are stuck, we will be patient. If you can't wait to share a victory, we will celebrate with you. We will not criticize you, complain to you or gossip about you.
- **STRAIGHTFORWARD.** Yes one can be unconditionally constructive and still speak straight. From time to time we will ask you to begin, end or modify something. And we will honor your right to refuse.

5. **Does the coach have an office?** Yes, we have an office, and if requested, are glad to meet with our clients in person. However, often coaching sessions occur on the telephone. Telephone sessions are advantageous for many reasons: time efficient; portable/mobile; no distractions; eliminates chance for judgment; hones our listening skills; and proves to maximize our time together.
6. **What about confidentiality?** Confidentiality and trust are at the core of a coaching relationship. What we talk about is between the two of us, unless you, the client, choose to share it with others. I may seek advice from other coaches so that I can better serve you, and when I do so, I will speak anonymously.
7. **What do I talk to my coach about?** The straightforward answer is whatever you want. You get to choose what we talk about, and you will get the most value out of our coaching relationship if you come prepared to the session. To give you an idea of what many clients talk about, keep reading.
 - **HOW YOU ARE**
 How you are feeling about yourself - good stuff and bad stuff
 How you are looking at your life
 How you are feeling about others
 - **WHAT HAS HAPPENED SINCE THE LAST CALL**
 What has occurred to you since the last call
 Breakthroughs and insights
 Any new choices or decisions made
 Personal news
 - **WHAT YOU ARE WORKING ON**

Progress report on your goals, projects and activities
What you've done that you are proud of
What you are coming up against

- HOW I CAN HELP
 - Where you are stuck
 - Where you are wondering about something
 - A distinction
 - A plan of action
 - A strategy or advice
- WHAT IS NEXT
 - What is the next goal or project to take on
 - What is the next goal or distinction to get
 - What do you want for yourself next