



## One on One Coaching

### Purpose for having a coach

I'm sure you have heard about the purpose for hiring a Coach. As you may know it is now the mainstay for most successful organizations and individuals committed to building leadership competence. One on One Coaching supports you to create the life you want both personally and professionally. Though a collaborative partnership a coach customizes their approach to your situation.

### Your Coach will:

- Assist you to think bigger, smarter or differently
- Ensure that you set better goals and reach them
- Help you to do more than you would have done on your own
- Achieve in a relaxed, confident manner
- Provide you with the tools, support and structure to accomplish more
- Assist you to breakthrough the barriers which hold you back from being your best

The philosophy of coaching is that as humans we are great! That we're all discovering who we really are, what we would love to do and have in our lives and that we can develop certainty, presence and gratitude for making things happen in our lives far faster and more easily by having a coach who can assist, support and challenge us to be all we can be.

### Why do people hire us?

- For personal and/or professional development
- To set better goals and reach them faster
- To make significant changes in the way you think about your abilities
- To build personal competence to meet the ongoing demands of your work
- To become more successful in your personal and professional lives
- To grow and change with confidence and presence
- To do things more easily

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## **The results you can expect**

- Greater clarity of who you are and where you are heading
- Gratitude for what you have accomplished
- To make effective and focused actions immediately
- Stop putting up with what is dragging you down
- To create momentum so that it's easier to get results
- To be in respectful and caring relationships with others

## **How will we work with you?**

We start by really listening! A coach is an objective listener and guide. How many of you have been aching to unburden yourself by describing some situation at work only to be interrupted and provided with a solution by a well-intentioned co-worker, partner, or friend?

We will meet with you on a weekly basis to:

- Assist you to better understand what will help you to improve your personal performance
- Develop an individual plan with you that builds your leadership competence in the organisation and with peers, bosses, friends, and subordinates
- Problem solve personal and professional concerns you have linked to job performance and organizational goals
- Develop understanding with you of the theories and models behind creating success and how to use them

## **Coaching Design**

We will include theory, practice, and real work/life application for you, following the transformational shift application cycle: experience – process – insight – apply. As much as possible we will encourage you to work on real life/work problems making it easier to transfer the insights to the work place.



Each participant will be encouraged to commit to an outcome for personal development back at the work place.

### **Coaching process**

- 1) Initial meeting to address questions, concerns, clarify process and set up the p development plan
- 2) Ongoing weekly coaching sessions to address daily concerns and develop and maintain long term vision, principles for engagement and action plans. A variety of tools and techniques are used to address specific concerns and achieve long term results
- 3) Evaluation of the process and action plan developed for continued personal growth. Celebrate results achieved

### **Time Frame**

It is recommended that each leader commit to four one-hour sessions per month for three months to achieve clear results. After the 3-month period the on going requirements and next steps will be evaluated.

### **Ongoing Support**

Real world demands do not always fit neatly into scheduled coaching sessions. This will be addressed by having the coach available by phone or email as needed by the coachee between coaching sessions

#### Appointment Cancellation

24 hours is required to reschedule a coaching appointment. If there is a rescheduling twice by the coachee, the full chargeable fee for the appointment will be charged

#### Reservation, Payment and Cancellations

A deposit of 50% is requested upon reservation, with full payment made at the end of the delivery. Cancellation is subject to a 50% penalty. The invoice will include a detailed breakdown of the work completed

Please contact us for rates/dates/details  
Sharon@sharonhorne.com



**Client Information**

**Client Name**  
**Email Address**  
**Contact**  
**Tel No.**  
**Fax No.**

**For SilverPeake**  
**Name: Sharon Horne**  
**Title: Founder**  
**Date: Feb 14,2007**

**For Client**  
**Name:**  
**Title:**  
**Date:**

*Please indicate your acceptance of this proposal by filling in detailed information and emailing to [sharon@sharonhorne.com](mailto:sharon@sharonhorne.com) or fax to 86-10-5135-7022 c/o Sharon Horne*