



Taking You from Front Line Manager to CEO

Coach Yourself

Introduction

Welcome to our 2010 *Coach Yourself* workshop, provided by John Coxon & Associates. This information kit provides you with details on the program, material covered, how the program will be delivered, dates, times and locations.

This workshop has been designed to provide you with a model and step-by-step process for identifying your personal vision, setting goals, establishing action plans and achieving a successful outcome for any problem imaginable. You will be able to apply the *Coach Yourself* process to your own goals and use it to help others in your workgroup to achieve their fullest potential.

Program Outline

This program combines elements of life coaching and management coaching to help you develop awareness of your strengths and to help you develop and implement practical strategies for enjoying a stress-free, enjoyable life both at work and in your leisure time.

Throughout the day you will be involved in a variety of small group exercises and discussions where you will share your perspectives and learn from those of others. Working together in a collaborative and coaching manner you will explore your own goals, blending work with leisure, and develop a personal roadmap to future success. The program facilitator will work closely with all involved while introducing recognised frameworks and models along with a practical self-coaching toolkit.

This program has been designed primarily for those in a management role, at any level. Your workplace title is secondary to your desire as an individual to develop practical strategies to remove or minimise those factors that impact upon workplace achievement and enjoyment.

Our focus is on helping you develop individual and personal strategies and tools that you can apply in any situation. As a result you will commence a journey of renewal as you develop the means to:

- Shift from negative to positive thinking
- Work to your strengths
- Define your personal vision and direction
- Become more aware of the impact of behaviour
- Reduce personal and workplace stress
- Improve how you interact with others

FACT: Dr Tony Grant identified that those participating in his Coach Yourself program were more likely to achieve their goals and also experienced a reduction in stress.

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Program methodology

This workshop is highly participatory and involves considerable small group work throughout the day. You will be involved in identifying a key workplace issue that you wish to change and working through a process of establishing goals and action plans. In this way you will develop your ability to apply the self coaching process at future times.

Workshop Theme and Content

As you work through the development of your personal road map to achievement you will:

- ✓ Map an 8-step framework for personal development and growth
- ✓ Develop actionable tools for working through workplace issues including; long hours, stress, task management, life/work balance and working with diversity
- ✓ Utilise the SOLVE process to help resolve issues and problems
- ✓ Utilise the ADKAR change model to help you implement changes in your work and life
- ✓ Convert ANTS (automatic negative thoughts) into PETS (performance enhancing thoughts)
- ✓ Utilise the GROW model and other techniques to monitor and measure your progress

Workshop Contents

- Understanding yourself
- From dreaming to action
- Self coaching strategies for change, stress, happiness, communication, leadership, learning, motivation and facing your fears
- Effective self coaching questions
- Emotional Competencies
- Planning for the future
- Monitoring your progress

Brief outline of topics

Understanding You. We introduce an 8-step framework, from Dr Tony Grant, Sydney University, for personal development and growth. You will return to this model throughout the day as you build your personal roadmap to success.

From dreaming to action. Making plans will not ensure achievement yet you have to have a vision of your future, as well as a plan for how you will reach your goal. You will focus on identifying your personal vision of your future.

Self Coaching strategies. Throughout the day you will be provided with a range of practical strategies to help you work through a variety of workplace issues.

Effective Self Coaching questions. We identify key questions you should be prepared to ask yourself – and answer – as you move towards developing your roadmap to achievement and building your self-coaching toolkit.

Emotional Competencies. We introduce the work of Daniel Goleman and explore the relationship between thinking, emotions and behaviours.

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A final planning session. By the time we reach the final session for the day you will have worked through the 8-step process for setting goals and will have developed your roadmap to success. Our final activity will see you develop an action plan and timeframe to enable you to move forward from the very next day.

RESEARCH: You are more likely to be successful in making changes if you spend time thinking about what you are aiming for, weighing up the advantages and disadvantages and planning how you will go about making the change. *Gollwitzer, P.M., et al. (1990). From weighing to willing: approaching a change decision through pre or postdecisional mentation. Organisational Behaviour & Human Decision Making Processes, 45 (1), 41-65.*

Agenda

9.00am:	Introduction and workshop overview
9.10am:	Sharing a bit about yourself and learning about others
9.30am:	Introduction to step-by-step Coach Yourself program
9.45am:	Exercise to identify the things you wish to change
10.00am:	Exercise on establishing your personal values
10.15am:	Presentation on vision setting
10.30am:	Morning Tea
10.45am:	Exercise on setting your own personal vision
11.00am:	Presentation on models for implementing and managing change
11.30am:	Exercise on goal setting
12.00pm:	Presentation on effective coaching questions
12.30pm:	Lunch
1.15pm:	Turning ANTS into PETS
1.45pm:	Becoming emotionally competent
2.15pm:	Exercise to identify resources needed to solve issues
2.30pm:	Afternoon Tea
2.45pm:	How to monitor and evaluate your progress
3.15pm:	Strategies for self coaching in the workplace
3.45pm:	Q & A and Wrap Up

This Workshop comes with:

- ✓ Instruction by an experienced workplace coach
- ✓ Details course material
- ✓ Workshop exercises
- ✓ Practical application of self coaching model
- ✓ Direct relevance to workplace issues
- ✓ Morning and Afternoon Tea

Outcomes and Benefits

There are a number of benefits to be gained from participating in this program, including:

- You will gain experience of a model for self coaching able to be used time and time again

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- You will directly apply the self coaching model to a current workplace issue
- You will have established a process for achieving your workplace goals
- You will become a more effective manager
- You will reduce the level of personal workplace stress and enjoy your work more

Following this program and the follow up one-to-one coaching you will –

- Stopped negative behaviours and replace them with positive behaviours
- Become more inclusive in your workplace and at home
- Have developed strategies for coping with and countering stressful events
- Become more goal focused
- Be more likely to achieve the outcomes you desire

Program Follow Up

Following participation in the workshop, the facilitator will schedule a one-hour coaching session with you. This will take place by either telephone or Skype. The aim of the coaching session is to help you develop strategies for implementing the tools you have gained during the workshop. The cost of coaching is included in the program fee. Ongoing coaching may be negotiated when you feel it is appropriate.

Workplace Locations

Sydney: March 24 th	<i>Anderledy Lodge, Mary McKillop Centre. 9 Mount Street, North Sydney</i>	Registrations Close February 24 th . Early Bird closes February 6 th
Melbourne: March 19 th	<i>Metropole Hotel Apartments. 44 Brunswick Street, Fitzroy</i>	Registrations Close Feb 19 th . Early Bird closes Feb 5 th
Auckland: August 23 rd	<i>Rydges Hotel. Cnr Federal & Kingston Streets</i>	Registrations Close July 23 rd . Early Bird closes July 9 th

Closing Date

Each program has a closing date for registrations. This date is 30 days prior to a scheduled workshop. Those that register early benefit from our early bird discount.

Investment

Full workshop fee is \$430.00pp excluding GST. Registration must be made using the registration form. This form is available for download from our website or my emailing a request for a copy. Your employer will be invoiced upon receipt of the registration form. Included within your registration fee is the comprehensive resource material, workshop, morning/afternoon tea, group coaching, post program feedback and review.

Early Bird Payment

Those submitting their registration form six weeks or more prior to a scheduled workshop date qualify for an early bird fee of \$375 pp exc gst.

Group Discount

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Where three or more people register from a single organisation to attend the same workshop a further group discount of 10% will be applied to either the early bird payment or the full payment.

Return on Investment

Through self coaching you will become a better person to live with, work with and spend time with. You will enjoy more positive and productive relationships, you will enjoy your work more and you will achieve the things you want to achieve. You will become a much more effective manager and those in your workgroup will want to work with you to deliver the outcomes expected of them. How much is this worth to you and your organisation? If you achieve only those goals you outline in your action plan the return will be greater than your investment. If you continue with the strategies and competencies over an extended period your employer will reap the benefits many times over.

Your program facilitator and personal coach



This program is being facilitated by John Coxon. John is a consultant and management coach working in the health and not-for-profit sectors throughout Australia and New Zealand. John has been consulting to management teams since 2002. John has worked with CEO's, executive managers and front line managers in hospitals, aged care facilities and funded service providers. John provides one-to-one coaching to managers at all levels and is often contracted by clients to create and deliver professional development courses for management teams.

As a management coach John applies adapts and applies this model not only for his own work but also he offers it to his coaching clients to help them achieve their own outcomes. John knows from experience that having a framework and model to guide you will more likely mean you will achieve your goals than had you left them to chance.

Cancellation

Registrations cancelled prior to four weeks before the workshop will be refunded in full. Registrations cancelled within four weeks of the workshop will incur a 25% (\$107 exc gst) cancellation fee. Substitutes can be made. Those that choose to register and not attend will not receive a refund or a credit.

My Personal Guarantee

If following the workshop you believe there has been no benefit to you I will refund the entire fee. No questions asked. This is my promise to you.

John Coxon
Principal Consultant

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Coach Yourself Program 2010 Registration Form

Please print or type (copy and use separate form for each person)

Mr/Ms/Miss/Mrs: _____

Position or Title: _____

Email Address: _____

Organisation: _____

Postal Address: _____

Suburb/City: _____

State: _____ Country: _____ Postcode: _____

Telephone: _____ Mobile: _____

Name of approving manager: _____ P/O # _____

Venue/date of workshop you plan to attend: _____

Should your employer be paying please do not send payment, your organization will be sent an invoice. Program fee is \$430.00pp exc gst. Register six weeks prior to a scheduled date and pay early bird fee of \$375.00 exc gst A further group discount of 10% applies when three or more people, from the same organization attend the same workshop. A follow up coaching session is included in the registration fee

Have you completed your registration form yet? If so, thank you. Please reserve the workshop date in your diary now. Program places are restricted.

Post this registration form back to John Coxon & Associates at the address below or email form to admin@johncoxon.com.au

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