

Coaching Process

A clear and transparent coaching process

1. **Contact and contract** (prior to the actual coaching)

- Introductions and expectations (e.g. brief CV, values and norms)
- Outline topic and desired change
- Agree on coaching process and responsibilities (contract)

2. **Definition of topic and goals** (part of the actual coaching)

- "As is" situation: write down topic and visualize it systemically
- Define goals and systemic features of goal achievement ("should be" situation)

3. **Identification of resources** (part of the actual coaching)

- Establish motives, needs, values, feelings in context
- Identify previous analysis and problem-solving approaches within the topical context as well as knowledge of the industry, functional knowledge, abilities and skills

4. **Development and selection of behavioural options** (part of the actual coaching)

- Initiate self-learning concept
- Analyze potential problems
- Save coachee's self-learning concept

5. **Controlling and conclusion** (after the actual coaching)

- Assess motives and values in accordance with goals
- Update and adjust resources
- Determine behavioural sustainability

Contact

Experience has shown that an extensive conversation on the phone is the ideal way to get together. I will introduce myself to you and you may ask questions about myself, my approach and know-how and decide if they suit you. Then you should decide about a coaching.

In-between and after the coaching sessions

After every coaching session we will fix cost-free follow-up appointments on the phone (approx. 15 minutes each). A coaching and subsequent support will only end when the defined coaching goal is achieved or abandoned by the coachee. During this period and also after the coaching is finished you may, of course, contact me by phone or e-mail at any time.

Duration of coaching

As a coach, I will be available for you all day – my approach is systemic and structured and the outcome is measurable for you (agreed goals and results). Experience has shown that a systemic, topic-focused coaching, as a rule, does not exceed three full-day sessions or six half-day sessions.

Coaching place

For the coaching we need a separate, quiet room at your organization or at a hotel of your choice which is

equipped with two pinboards (incl. pins and paper) and a flipchart. In the Flensburg area this is offered by Akademie-Sankelmark.

Contractual basis

I want you to feel confident and safe. Therefore my work is based on the contract recommended by my professional association.

- > [Einzelkunden - PDF](#) < private customers
- > [Firmenkunden - DOC](#) < business customers
- > [Firmenkunden / Anhang - DOC](#) < business customers/attachment -DOC