



elizabeth juffs



## Professional Coaching Programmes

### Individual Coaching

#### Benefits

- Tailor-made programme focusing on specific goals
- An independent and confidential sounding board
- Develop increased awareness, wellbeing and performance
- Achieve personal and professional success and effectiveness
- Regular discussion with a personal mentor and coach
- Overcome obstacles and achieve potential
- Develop renewed ability to communicate with and motivate your teams
- Powerful, effective means of achieving positive change

#### How it works

##### Exploratory meeting

We have an initial exploratory meeting at my own expense to establish organisational needs, determine who will be receiving coaching and their needs, agree confidentiality issues and for the sponsor to ask any questions they may have. The meeting is without obligation. If I feel able to provide the right coaching for your organisation, I will recommend a proposed coaching programme along with timescales and costs. You are free to decide whether to go ahead with the coaching.

##### Introductory session

Once we have agreed the basis to move forward, and payment has been made, I have an introductory session of up to an hour and a half with each individual to be coached to assess their challenges and goals and establish how we will work together.

Member of the Association for Coaching

Elizabeth Juffs Ltd. Registration number 5223306

Easthorpe House, Hallams Lane, Chilwell, Nottingham NG9 5FH 0115 925 2552

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## **Coaching sessions**

I meet with each individual face to face at their organisation or over the telephone 2 to 4 times per month for up to one hour. Sessions take place during the normal working day. Each session will have a clear focus to explore challenges, opportunities and goals and to identify practical steps to overcome any obstacles and achieve goals. Each individual will have work to do between sessions to help them gain maximum value from the coaching. The sessions are confidential between the coach and each individual – the only sharing of session details with other members of the organisation is with the express approval of the individual being coached.

The last session is a review of achievements and action plan for the future.

## **Review session**

Usually after around 4 sessions, we hold a review session between the client, sponsor (if appropriate) and coach, in order to review progress and ensure the coaching is on track and achieving benefits for the client and the organisation, and any further support can be identified. This is arranged at the end of a normal coaching session and lasts up to one hour. An additional review session can be built in at the end of the coaching, if required.

The sessions are invoiced and paid for monthly in advance.

Monthly Fee – up to 4 x 60 minute coaching sessions per individual £600

Introductory session – up to 1.5 hours £150

Review session - £150

Plus travel expenses

## **Guarantee**

It is important to me that you and your organisation gains maximum value from the coaching. I am so confident that my coaching will make a difference to you and your organisation that if after the introductory coaching session you feel you have not received anything of value I will refund all your fees.

During the coaching please let me know if anyone is not happy about the coaching at any time. If we cannot resolve things to complete satisfaction, the programme can be stopped and I will refund all fees for any unused sessions.

**Email me today** at [elizabeth@elizabethjuffs.co.uk](mailto:elizabeth@elizabethjuffs.co.uk) for further details or phone me on 0115 925 2552.

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## Group workshops

I offer group workshops designed to increase wellbeing, maximise effectiveness, manage stress and improve overall performance.

Workshop themes are tailor-made to suit each situation. Current themes include:

- Work-life balance
- Managing time effectively
- Personal and professional confidence
- Stress management

Other topics can be offered by arrangement.

*"The workshop was very useful and Elizabeth is an excellent coach!"*

Bob, Pilot

*"I was impressed by the professionalism and simultaneously supportive and empathic approach that Elizabeth delivered."*

Liz, Private Investigator

Workshops start from £280 for a 1.5 hour workshop for up to 30 people

**Email me today** at [elizabeth@elizabethjuffs.co.uk](mailto:elizabeth@elizabethjuffs.co.uk) to discuss your requirements or phone me on 0115 925 2552.

## Monthly wellbeing surgeries

If you want to achieve maximum productivity and employee loyalty and you're serious about your role in managing stress and looking after your people's wellbeing, these surgeries will provide an effective solution.

I visit on a monthly basis and take bookings for 45 minute coaching sessions from any identified staff. The focus is on helping each individual gain greater self-awareness, increased control over their stress and time, and improved personal and professional effectiveness.

Monthly fee – for a half day surgery (up to 3 sessions) £300

for a full day surgery (up to 6 sessions) £600

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Discounted fee - 6 half day surgeries £1500

6 full day surgeries £3000

Plus travel expenses

**Email me today** at [elizabeth@elizabethjuffs.co.uk](mailto:elizabeth@elizabethjuffs.co.uk) to discuss your requirements or phone me on 0115 925 2552.

## Articles

### [Special Report – Coaches Can Make You a Real Superhero](#)

An extract from The Sunday Times on how top companies and executives are benefiting from coaching

### [Want to Achieve All-round Success?](#)

How coaching can help you find success and effectiveness in all areas of your life

## Recommended Books

Click on the links to read reviews or to order

### [Time to Think](#) by Susan Kline

A book that helps you uncover and deal with your limiting assumptions, develop better relationships with people at home and work, plan and lead meetings. Most of all it's about listening - real listening for improved performance and a better and more fulfilling life.

### [Do What You Are](#) by Paul Tieger

A book that enables you to identify your personality type and then discover what careers suit your personality type so you achieve greater success and find your direction.

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