

“ Authentic change starts inward...  
from the journey inward, via coaching, you return  
with infinitely more personal power, positivity,  
energy and focus.

- Coach Lametra

**WELCOME to**  
**Lametra Off Coaching**

**LEOCC**

LAMETRA B. OFF, COACH



**Lametra B. Off**  
Coach

## **Congratulations!**

You have commenced on a journey of development, learning, self-exploration, self-discovery, and self-assessment – essentially, copiousness introspection.

As your coach, I will believe in you, encourage you, provide you valuable feedback, challenge you and provide new perspectives while helping you set your sights on new horizons. You will change, grow and develop.



Coaching is the universal language of change and learning.

- CNN

Your developments and discoveries will include, but are not limited to, the following:



Personality



Energy



Skills /Abilities



Interests



Values



Education



Strengths



Desires

*Where to live*

*Where to work*

*Who to work with*

*When/why to work*

*Projected salary*

*Personal mission statement*



Gifts/Talents

#### DISCLAIMER:

Coaching is effective when the client/performer is coachable, participative, honest and transparent. There will be assignments requiring self-reflection and introspection.



“

To embark on the journey towards your goals and dreams requires bravery. To remain on that path requires courage. The bridge that merges the two is commitment.

- *Dr. Steve Maraboli*





# LBO Career Coaching & Consulting LLC

## Informed Consent / Confidentiality Statement

**Coaching relationship:** During the time we work together, we will meet for approximately 60-minute sessions. Often, we will explore one or more areas: life, goals, work and educational history; personality, skills, interests, abilities, values, and strength assessments; employability skills and job search strategies; resume writing and interview preparation. You may need a few sessions to achieve your goals. Others may need several sessions to achieve their goals. You establish the pace and control the outcome of the coaching relationship. However, if you need more assistance that I can legally, morally, or ethically provide, I will refer you to an individual with the professional credentials essential to assist you.

**Effects of the Career/Life Coaching relationship:** At any time, you may begin a conversation of which may have a possible positive or negative effect of entering, not entering, continuing or discontinuing coaching. Career or life coaching is personal exploration that may lead to major changes in your decision-making; thus, changes in your life. These changes may affect significant relationships, your current job, and or your self-understanding. These changes may become temporarily upsetting. Together we will work to achieve the best possible results for you. While benefits are expected, specific career or life coaching results are not guaranteed.

**Appointment Scheduling and Cancellation:** Typically, after a meeting, we will schedule the subsequent meeting. However, if you need to contact me, please call 972-935-4311 and leave a message. As voicemail is not totally confidential, I am the only person who receives the voicemails.

**Records and Confidentiality:** I will document our communication when appropriate. As such, I will keep your records private and destroy them according to state law. Although the records are confidential, there are some exceptions. For example, if **1)** I determine you are a danger to yourself; **2)** you inform me of abuse, neglect, or exploitation of a child or elderly, or disabled person; **3)** you disclose sexual conduct with another mental health professional; **4)** I am court ordered to disclose information; **5)** you direct me to release your records; **6)** I am required by law to disclose confidential information.

By your signature below, you indicate you read and understood this statement, or that any questions you had about this statement were answered to your satisfaction, and that you received a copy of this statement.

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Performer/Client/Achiever's Signature

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Date

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Coach's Signature

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Date



## Coachability Index

Circle the number that comes closest to representing how true the statement is for you right now. Then, score yourself, using the key provided. Your coach needs you to be at the place in life where you are coachable. This test helps your coach—and you—discover how coachable you are, right now. How coachable are you?

Less time	Statement
1 2 3 4 5	I can be relied upon to be on time for all calls and appointments.
1 2 3 4 5	This is the right time for me to accept coaching.
1 2 3 4 5	I am fully willing to do the work and let the coach do the coaching.
1 2 3 4 5	I keep my word without struggling or sabotaging.
1 2 3 4 5	I'll give the coach the benefit of the doubt and "try on" new concepts or different ways of doing things.
1 2 3 4 5	I will speak straight (tell what's really true) to the coach.
1 2 3 4 5	If I feel that I am not getting what I need or expect from the coach, I will share this as soon as I sense it and ask that I get what I want and need from the relationship.
1 2 3 4 5	I am willing to eliminate or modify the self-defeating behaviors that limit my success.
1 2 3 4 5	I have adequate funds to pay for coaching and will not regret or suffer about the fee. I see coaching as a worthwhile investment in my life.
1 2 3 4 5	I am someone who can share the credit for my success with the coach.
	TOTAL SCORE (add up all numbers)

### SCORING KEY

10–20 Not coachable right now.

21–30 Coachable, but make sure ground rules are honored!

31–40 Coachable.

41–50 Very coachable; ask the coach to ask a lot from you!



# Intake Form

Complete this form during the orientation or during the Discovery Session appointment.

Today's date:

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Name:

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Age:

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Phone:

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Current position:

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Time in position:

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What are your career and life goals?

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## COACHING PHILOSOPHY

Everyone is perfectly and uniquely made. The Universe has a plan for everyone. Through inner work, discovery and acceptance individuals discern who they are – preferences, personality, motivations, skills, abilities, knowledge, strengths, etc.; and individuals determine their uniqueness; thus, discovering their competitive advantage.

## IN ACTION

I coach in a non-judgmental environment, energetically partnering with uniquely, *flawsome* clients; presenting opportunities for development, learning and growth; while piloting a journey to self-awareness, discovery and intentional and purposeful living.

## COACHING APPROACH

My approach consists of assessing and accessing core energy – essentially coaching, from the inside out, stressing strengths, positivity, focus, self-efficacy and personal power.



Please answer the following planning statements with “very definitely,” “somewhat,” or “not at all” according to what describes you

**I would like assistance determining what I want in a job or life.**

very definitely    somewhat    not at all

**I want to assess my strengths and weaknesses.**

very definitely    somewhat    not at all

**I would like to use my skills better in my present job.**

very definitely    somewhat    not at all

**I need to improve my present performance and my relationship with my current supervisor.**

very definitely    somewhat    not at all

**I would like to change jobs but I do not know what is available in my current organization.**

very definitely    somewhat    not at all

**I need information about other positions in my organization.**

very definitely    somewhat    not at all

**I need to learn about career development opportunities.**

very definitely    somewhat    not at all

**I need help setting goals.**

very definitely    somewhat    not at all

**I would like feedback on my goals and opportunities in my current company.**

very definitely    somewhat    not at all

**I would like guidance on additional education I am planning to pursue.**

very definitely    somewhat    not at all

**I would like guidance on positioning myself for longer-range goals.**

very definitely    somewhat    not at all





# Expectations

## What do you expect from career/life coaching?

An ideal coaching relationship is synergistic – full of collaboration, cooperation and interaction. Let your coach know your expectations, idiosyncrasies and any important requirements as soon as possible to establish a worthwhile relationship. That said, the items below are the coach's expectations of you.

1. Provide your background.
2. Energetically engage in all aspects of coaching.
  - a. Complete all assessments, exploratory activities or challenges.
  - b. Reply to introspective questions.
  - c. Receive feedback, challenges and activities.
3. Understand timelines and targets.
4. Consider options. Discern and discover answers, perspectives and paradigms.
5. Discuss and determine follow-up actions.
6. Review and celebrate achieved goals.





**There's no one like you. You are original. You are unique. For those reasons and more, you deserve a coach that is also unique.**

### **What makes me unique among coaches?**

I am unique for a number of reasons. Let's start with values, interests, strengths, talents, experience and certifications.

- My personal and professional **values** include achievement; empowering others and making a difference; adaptability; knowledge; continuous learning; friendship – meaningful exchanges; autonomy; teamwork; excitement; and work/life balance.
- My **interests** are learning (about people, personalities, communication, networking and business marketing); coaching; aligning others to

an inspiring life; moving - hiking, running/jogging and yoga; and participating in travel adventures.

- My **strengths** are maximizing others' gifts, talents and strengths; relating to others; discussing intellectual topics; collecting and preparing materials for leadership and development; and continuously learning.
- My spiritual **gifts and talents** are teaching, encouraging, discernment and faith, knowledge, giving and wisdom.

A coach is a mixture of a teacher, a listener, mentor, motivator, a counselor, and one who challenges, questions, inspires and takes her clients to another level of consciousness. A coach is also future focused - one who guides individuals with achieving their goals. I have over 25 years of coaching **experience**. I have instinctively and formally taught, facilitated, mentored, coached, counseled, guided and assisted others in achieving their goals for over 25 years in various industries.

Also, I am **certified** as a/an:

*Global Career Development Facilitator*

*Certified Career Services Provider*

*Myers-Briggs Type Indicator Practitioner*

*Certified Professional Coach*

*Energy Leadership Index Master Practitioner*

*COR.E Transitions Dynamics Specialist*

*Minority Business Enterprise/Woman Business*

*Enterprise/Small Business Enterprise (MBE/WBE/SBE)*

*Service-Disabled Veteran Owned Small Business*

### **Why are these certifications important?**

Anyone can call themselves a coach. Doing the work including the learning, discovering, experiencing, training and developing- is a different level of expertise, focus and skill. Coaching is a blend of art and science and can be life changing for many clients. Certifications provide legitimacy, reliability, soundness and a level of proficiency.

Connect with me to schedule a Discovery Session to learn more about how you, your team or your organization can benefit from coaching or to learn the benefits of partnering with a Minority Business Enterprise/Woman Business Enterprise/Small Business Enterprise (MBE/WBE/SBE) or a SVDOSB.





# What Do You Really Want?

Self-discovery is realizing your wants, loves, needs and choices – essentially, your voice. You discover who you are! Here are nine questions to get you started on your way to self-discovery.

1. What would I do if I were guaranteed success?

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2. What are the experiences I want to have?

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3. What is on my schedule that doesn't need to be there?

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4. What things can be abandoned or at least cut back?

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5. What obligations am I creating now that I will regret in six months?

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6. What am I doing that I don't enjoy. On the contrary, what am I doing that I love?

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7. What are the things that other people want me to do?

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8. What are the things that I want to do?

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9. What are the five non-negotiable values in my life?

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Start a journal today with thoughts, feeling, beliefs and insights about these questions and continue to add your discoveries to your journal.

## Lametra Off Coaching

Lametra B. Off, Owner/Principal Coach/Transitions Specialist

[lbocareercoaching.com](http://lbocareercoaching.com)

FOLLOW ME



### Certifications

Global Career Development Facilitator (GCDF)

Certified Career Services Provider (CCSP)

Myers-Briggs Type Indicator Practitioner (MBTI)

Energy Leadership Index – Master Practitioner (ELI-MP)

Certified Professional Coach (CPC)

COR.E Transitions Dynamics Specialist

