

My Responsibilities

During our coaching session, my responsibilities as your coach include:

- Discovering, clarifying, and aligning with what you want to achieve
- Encouraging self-discovery
- Eliciting solutions and strategies generated by you, and
- Holding you responsible and accountable

I will achieve these responsibilities by:

- Attending to your agenda
- Hearing your concerns, goals, values, and beliefs about what is and is not possible
- Distinguishing between your words, the tone of your voice, and body language
- Summarise, reiterate, and reflect back what you say to ensure clarity and understanding
- Encouraging, accepting, exploring, and reinforcing your expression of feelings
- Integrate and build on your ideas and suggestions
- Understanding the essence of your communication and help you get there rather than engaging in long stories
- Allowing you to vent without judgement or attachment in order to move to the next steps.

The success of our coaching session will be accomplished through 4 steps

1. *Creating awareness*
2. *Exploring the possibilities*
3. *Goal setting and action planning*
4. *Managing progress and accountability*

Barry Keohane

LEADER | FACILITATOR | COACH

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