



JoAnn Sheffield

EMPOWERMENT COACHING

Welcome!

Coaching is a helpful way to develop yourself as a person, work through pivotal changes, or live a more focused life. I'm looking forward to working with you to help cultivate a life of greatness!

One of the things I most enjoy about coaching is that it isn't about fixing people. Instead, a coach functions as a partner, helping you live out your own values and dreams for your life. You'll be the one setting the agenda. I'll focus our conversations and help you to go deeper and reach higher in your life. We'll explore the strategies and support structures you need to succeed in reaching your dreams and goals, and together we'll create a customized systematic plan and walk it out to make your goal a reality.

Here's how we'll start. Since effective coaching is based on a solid relationship. I'd like to schedule a longer coaching session for our first meeting to help us get to know one another. I would enjoy hearing your life story, as well as telling you some of mine. Then we'll take adequate time to finalize the goals you want to work on, review and sign a coaching agreement, and spend the remainder of our meeting creating a plan of action toward your goals that you can begin immediately.

I've included materials in your Welcome Packet for you to review. What is Coaching? Gives an overview of what coaching is and how it functions. I think you'll find this particular information interesting as well as helpful. I've also included exercises to help you clearly identify what you would like to include in your goals for our coaching sessions. Examples:

- A habit or skill you want to develop
- A dream or goal you'd like to pursue in a focused way
- Self-discovery: understanding more clearly your gifts, dreams, life stage or calling

If you aren't sure where to start, the Wheel of Life Exercise will help you evaluate your level of satisfaction in twelve different areas of life and hone in on which area you are most motivated to change. Then use the S.M.A.R.T. Goal Guide to create a clear, measurable goal. We'll use this goal as the launch point for our discussion. If you would like to talk further on setting a S.M.A.R.T. Goal, we can do this at our first meeting.

There is also a Coaching Prep Form to complete. Please email it to me prior to our meetings. A completed Prep Form helps me as a coach to be fully prepared for our meetings. Please feel free to contact me with any questions that you may have.

Sincerely,

JoAnn Sheffield, LCSW-C, LCAC

What Is Coaching?

A Coach is a Personal Change Expert.

Coaches help people like you grow faster, perform at higher levels, understand themselves more deeply, and live with greater purpose and fulfillment. In the same way that a personal trainer helps a pro athlete maximize performance, a personal coach can help you get the most out of life.

What Happens in a Coaching Appointment?

Coaching appointments begin with a chance for you to report on your progress and end with a clear set of action steps you choose to take in the week ahead. But what is that essential spark between you and your coach that makes the relationship so transformational? Read on to discover four facets in coaching that lead to a fruitful outcome.

1. Coaching is a Transformational Conversation.

The biggest surprise for first-time clients is realizing that the coach isn't there to advise. Instead, powerful, incisive coaching questions stimulate you to examine the things in life that matter most from new angles. A coaching conversation can transform the way you look at life.

2. Coaching is a Transparent Relationship.

A coach is a friend and confidant, your greatest supporter, and someone who knows you well enough to call out the best in you. A transparent relationship with coach frees you to go to places you've never gone before.

3. Coaching is a Support System for Change.

With support, encouragement, and accountability from someone who believes in us, we can do far more than we'd ever accomplish alone. A coach helps you stay on track, overcome obstacles, and convert your "want-to's" into concrete steps that are put into your schedule.

4. Coaching is Continuous Leadership Development.

Coaches don't give solutions; they help you solve your own problems. Coaching is helping you learn instead of telling you what to do. By leveraging every situation to build your capacity as a leader and a person, coaching prepares you to conquer much bigger challenges in the future.



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What Can I Work On With A Coach?

The answer is, “Just about anything!” Increased performance, discovering your destiny, getting organized, regular exercise, slowing down, turning a dream into reality- you only need to answer the question. “What do I want to accomplish?”

Coaching works in just about any area because it is about helping you learn. A coach is not an expert advising you in a particular field (that's consulting), or someone more experienced who's showing you the ropes (that's mentoring). Coaches are change experts who help you find the solution for your unique situation.

So if you want more from life-more growth, greater purpose, maximum performance- look into what a personal coach has to offer.

“Coaching is unlocking a person's potential to maximize their own performance. It's helping them learn rather than teaching.” Sir John Whitmore



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S.M.A.R.T. GOAL

Specific: Clearly state what it is you want to accomplish.

Measurable: How will you demonstrate and evaluate that the goal has been accomplished?

Attainable: To what extent is it stretching while also realistically achievable?

Relevant: Why is this goal important to you? What will it mean to you when accomplished?

Time-Specific: Give it a deadline



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Tell me in as much detail as you can what your personal and/or professional life would look like at the end of this coaching journey, your desires, and anything you might want to share with me.



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Empowerment Coaching with JoAnn Sheffield, LCSW-C, LCAC

Client Prep Form

Client Name:

For session date:

To be completed and emailed before each coaching session

What I have accomplished since our last meeting:

What I seem to be challenged by:

What I want to focus on during our meeting:

My goals to accomplish by the next meeting are:



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RECOMMENDED ASSESSMENTS

Please share the results of your assessment with me.

1.) How You self Sabotage (free)

<https://www.positiveintelligence.com/assessments/>

2.) StrengthsFinder 2.0 book and assessment by Tom Rath

3.) Myers-Briggs Personality Test

4.) UniquelyYou- DISC

<https://uniquelyyou.org/catalog/>

5.) Enneagram

<https://www.enneagraminstitute.com>