



How to Prepare

Your coaching sessions are a combination of collaborative and directive methods vs. reflective listening coaching styles. Our first one and a half hour phone session will allow us to discuss your goals and why they are important to you and afterwards, I will let you know how coaching could best support you. If you feel ready, we can book your first appointment and start! Our coaching client forms will be emailed to you; please sign and bring these to your first face-to-face session for your personal file.

After this first session, you will have a sense of who I am, how I work and how we may work together. Everyone is unique and not everyone is ready at the time of the first consultation to jump into the level of commitment required to reach his or her goals. Like anything worth doing, coaching sessions and the assigned 'homework' require time and a desire for change – your success is dependent on both being in place! If you do not feel prepared to commit to the minimum of six coaching sessions required at this time, the good news is you will soon enough!

Like any other discipline, you will get out what you put invest into it.

You will receive projects, experiments, tasks, research, brainstorming assignments or practice scenarios to work on between sessions. You are not alone and having someone there on your side to coach you through your processes, beliefs and tasks makes a significant difference. The 'homework' assignments allow us to maximize your time, efforts and experiences during and between sessions. My one non-negotiable agreement with clients is that you must agree to continue to take forward steps and take risks during the time you undergo coaching. You may at times need to make difficult decisions to progress, but you will also learn the critical decision-making tools to do so. Expect a high-level of internal discipline required of you to demonstrate or to learn. Come mentally prepared to enter into this explorative 'work/play' as our work together will help you flex those unused muscles to develop new skills and a means to think outside of your normal perceptions. This can be the most fruitful part of coaching. Professional athletes and business experts hire coaches, not because the coaches are better at the discipline necessarily, but because they have an objective view that can help them to see the forest AND the trees. My hope is to help you nurture a career, a business and your unique life experience or purpose.

You are about to step into the GAP between you and your dreams. Be prepared to plan a schedule and to allocate some time to your goals. Be prepared to learn about your own resistance - the natural response to change - that you will need to work through both in and out of sessions.

The suggested time between sessions is 2 weeks and never exceeding 4 weeks, based on the urgency of your goal and the degree of internal momentum and motivation you carry. As of today, you have chosen to do something differently, so be prepared to get different results!

What to Expect

There can be a lot of things to remember as we work together, so keep notes for yourself during sessions and complete all homework assigned that we agreed upon in your last session as they are building blocks. This is your dream that you are creating and you are the only one who can be cheated in this process so do not rush through your work. It will have an impact on you, your world and people around you and your homework is part of the building blocks that creates that impact. Nurture your dreams and ambitions while you enjoy the benefits of this investment in yourself!

Audio recordings of the sessions are a supplemental “tool” that you can request prior to your session. This tool has proved to be monumentally helpful to retain clarity of topics discussed during your session long after you have left. It is an incredible way to maintain momentum and motivation for yourself and an excellent means to observe yourself as we work together.

After a few sessions, you can look back and observe where you began and how much you have accomplished. If you would like to have an audio file, it will be emailed to you after your session (\$10 fee) at which point you will have seven days to download and burn it to a CD for your coaching library.

If you are participating in a distance coaching session, you will be emailed an invoice prior to your session through the commonly used online PayPal credit card secure payment system. All distance invoices should be paid prior to your session and paid invoice receipt will be emailed to you directly after your payment has cleared. For face-to-face sessions, you can pay by cash or cheque at the time of your session and a paid receipt is then emailed. Depending on the nature of your coaching, it is often entirely tax deductible. Request for secondary copies of tapes or past receipts may be subject to a nominal administration fee.

What to Bring

Please bring a notebook or laptop to keep notes for your records. As you are learning new things and receiving tasks or assignments to complete between sessions, you will need to take notes to remind yourself of that information once you leave. Each coaching session is filled with a lot of new information so it is best not to rely on your memory.

Please bring your method of payment and all signed information forms so that your file can be created.

If you are participating in coaching for career development, skill development or interpersonal development as a result of an evaluation process (i.e. 360 degree evaluation) please bring your feedback evaluation or other important documents with you (business plan, etc.).

Coaching sessions can take place in various forums. Most common are “face to face” meetings that take place in my home office or in our downtown location. In addition, there are phone meetings, which are exactly what they suggest - the session takes place over the phone (an audio recording is still captured and sent to your email address).

NOTE: Soon we will be offering web interfaced coaching. The computer program allows us to see each other “real time” as we meet through our webcams and speak over the phone. These online private sessions can also be recorded and you can review our sessions (video and audio) as many times as you like between sessions. This is wonderful advantage for our international distance-coaching clients.

Locations & Directions

If you are in Vancouver and planning for a “face to face” coaching session, you have two location options. In the downtown location, sessions are held in a centrally and conveniently located site for those taking a break from their day to pursue business coaching. The West Point Grey location is in my home office, overlooking the ocean. This is a casual atmosphere with coaching sessions held in front of the fireplace. Please arrive at least five minutes early for all coaching sessions so we can begin on time and allocate your goals all the time they deserve.

Vancouver Downtown Office

422 Richards Street, (Hastings Cross Street)
Main Floor Reception - Network Hub
Vancouver, B.C. V6B 2Z3

West Point Grey Office

4525 West 2nd Avenue (Sasamat Cross Street)
Vancouver, B.C. V6R 1K7
Go West on 4th Avenue, Turn Right on Tolmie, Right on 2nd Ave
Brown Bungalow House on Left Side – Parking on Street
Walk along the garage - bottom of stairs - See my sign on the door (Global Alignment Group)

Contact Information

T. 604 765 2001
F. 604 225 0333
E. info@globalalignmentgroup.com