



your work life

COACHING PROCESS

Thank you for your interest in participating in a coaching program. Please follow these steps to start the process:

1. Create an email by either: clicking on this link coaching@yourworklife.com.au or by opening a new email and copying the address into the 'To' field.
2. Type 'Coaching' in the Subject line (if you've clicked through via the link this should automatically be included).
3. In the body of the email please provide your details as follows:
 - Name
 - Contact telephone number
 - Coaching package name eg *Career Package Level 1*
 - A brief description of your specific needs or situation
4. Send the email and await our telephone call within 2 business days.

We will then determine which coach will be the best option for you depending on your specific needs. That coach will then:

- Call you on the number you have listed
- Explain the steps of the particular coaching package and their approach
- Give you a chance to ask any questions you may have
- Work with you to determine your initial objectives
- Explain how you can pay for your package

Once your payment has been cleared we will email you with the first part of the program which will usually be a link to the online questionnaire relating to the profiling tool being used (MBTI, Strong, HBDI etc) along with instructions. You will usually have up to 2 weeks to complete the questionnaire.

When you have completed the questionnaire a report will be sent to us and we will then analyse the report before sending it on to you in an email along with some preliminary advice and thoughts. We will then organise a time to call you to discuss the report and how to use the information it contains most effectively.

If additional sessions are included in your package these will be organised at this stage.

