COACHING

Why coaching?
Coaching is suitable for clarifying questions in the conflict areas between profession, work environment and private life. I accompany you as a sparring partner as you self-responsibly deal with your professional challenges. We activate your personal and professional resources in order for you to achieve your coaching goals, because there are no better solutions than the ones you have developed yourself. Coaching extends your range of possible behaviour and allows you to succeed in a growing number of different situations. At the same time it promotes your personal growth.

Coaching Topics
The variety of topics in coaching is vast. Please find below some examples:

- **Leadership**
  Development of your personal leadership style; finding your role after having taken over a leadership function; successfully carrying out performance reviews

- **Work techniques and time management**
  Improvement of your time management; dealing with stress; finding or clarifying your role; development of strategies in order to prevent burn-out and bore-out

- **Positioning and self marketing**
  Identifying your skills and strengths and subsequent improvement of your self-consciousness; development of strategies for a better positioning and visibility of your achievements

- **Communication**
  Learning about situation specific communication with clients, superiors or staff members; identifying your goals and needs in the communication as well as the ones of your conversational partners; effective use of different ways of communication

- **Conflict**
  Recognizing your part in a conflict; conflict prevention and solution through non-violent communication; identifying your personal conflict patterns

- **Emotion management**
  Handling your own emotions and the emotions of others; becoming familiar with emotions as a precious channel of perception and as a guide for your personal development

► Continuation coaching-themes:

- **Work-Life-Balance**
  Identifying your values and needs; development of strategies to balance the different areas of life

- **Personal and professional assessment**
  Development of professional perspectives and goals; defining your need for technical or personal development; identifying your strengths and weaknesses

(Please see the additional information about Personal and professional assessment)
How we can cooperate

Single coaching session
If you want to reflect on a clearly defined topic, to clarify a question or to get a neutral assessment, one single coaching session may be sufficient. More complex coaching issues require more than one session. If we have previously worked together and a working relationship has already been established, new issues can be dealt within a single coaching session.

Coaching process
Several meetings might be necessary if you are dealing with complex issues, are looking for sustainable changes in your life situation or if your issue only becomes clear during the initial coaching session. During the first meeting we define the coaching goals; during the last meeting we evaluate the entire coaching process. In the sessions in-between we work on your goals. The amount of sessions depends on the complexity of the topic.

Briefing free of charge
A successful coaching cooperation is based on a good working relationship. Therefore I offer you a 30-minute briefing free of charge. This gives you the opportunity to get to know me and my working style. This offer does not apply for short coaching (single sessions). I look forward to hearing from you (contact).

Coaching as a part of your strategic career planning

Personality development
In the context of your strategic career planning you develop your long term career according to your strengths and your preferred tasks. In a Personal and professional assessment you define your professional visions as well as your requirements concerning both job content and job environment. Maybe you realize that there is gap between your visions and your actual situation which shows a professional or personal need for development. The professional development may be initiated by taking on a new relevant function, possibly complemented by suitable technical further education. For personal development coaching is a suitable approach.

Changes in your current professional environment
Concerning professional development, many people often neglect to consider the internal job market or even the actual job. If there are changes to the disadvantage of employees, employees only look for a solution through an external change of job. Very often there is in the actual job situation much room for optimization, but many people lack the courage or even the notion to consider internal possibilities. Also in such situations, coaching may help to find out ways to optimize the professional situation by displaying how to communicate personal needs and to show opportunities for change in favour of the employee.

General terms and conditions

Location
Mühlebachstrasse 43 in Zurich (5 minutes walk from railway station Stadelhofen)

Duration
The time needed for coaching depends on your coaching topics.

Session duration
Sessions of 60 or 90 minutes

Content
- 30-minute briefing free of charge (this does not apply for short coaching and single sessions!)
- Execution of the coaching sessions including preparation and post-processing of the meetings
- Exercises for continued practice between the sessions, depending on the topic

Tipp
Ask your supervisor or the personal department whether they might sponsor your coaching plans. Please read about my Coaching offer for companies.

Contact
If you have any questions or in order to arrange a briefing free of charge, please contact me by phone or by e-mail.
COACHING

More than consulting
What is the difference between coaching and other consulting services? In contrast to expert consultation, coaching assumes that you know your situation best and that you are the expert of your current challenges. As a coach I am the expert in the coaching process. I accompany you as you independently solve your problems and challenges faced by means of feedback, appropriate questioning, questioning your perceptions and supposed truths, as well as motivating you to look at things from a different perspective. If needed I stimulate you by provocation and I also bring my personal view in to the discussion. Beside that, of course I also offer you my expert knowledge on certain topics.

You are in the driver’s seat
A further important differentiation is the one between coaching and therapy. Although you may discuss a lot of topics both with a coach or a therapist, I see the difference in the fact, that in coaching you keep the responsibility for yourself at all times. Not even a temporary dependency relationship is allowed in coaching! Therefore, for example, people dealing with burn-out work together with a therapist until they are strong enough again to handle their lives on their own. After that, they develop coaching strategies to prevent stress in their future work.

Three keywords on coaching
In coaching literature you will find the terms resource-orientation, systemic and solution-orientation. Even though these terms are often used, for marketing reasons, as if they mean totally new coaching methods, these three aspects are vital prerequisites of coaching in the sense of help to self-help.

Resource-orientation
Resource orientation means that you can handle your challenges only by means of your personal skills, strengths and characteristics, thus your personal resources. Coaching assumes that there is no such thing as the ONE and only solution for the same problem, valid for all people. During coaching we find out, how YOU can solve your problems your way with the help of problem-solving strategies you successfully applied in the past.

Systemic
In your family, in your relationship, amongst friends and also at work, you are always part of a system. You influence the system by your behaviour and you are also influenced by the behaviour of other people in the system. In different systems you play various roles and you show other aspects of your personality. You do not behave the same way in different situations. The challenges you face, influenced by your behaviour, are reflected upon during coaching and they can be understood only if we include the system and the other members thereof. And if you want to influence the behaviour of others — this is often a goal in coaching – you can only achieve this by changing your own behaviour and therefore changing the conditions for the other people in the systems to act. This is entirely in line with the principle: If you want things to change, make the change yourself.

Solution-orientation
The term solution-orientation in consulting is the answer to an exaggerated focus on problems, above all in therapeutic work. Many therapeutic methods forget to look for solutions for everyday life during the course of looking for the reasons for a problem. The goal in coaching is for you to find practical solutions for the problems you face in your daily life. In order to achieve that, it is not always necessary or even possible to analyse the causes of the problems within the depth of your personality. In spite of that the solution-orientation should not just look for quick solutions by just treating the symptoms.

Sustainable solutions
You obtain sustainable solutions in coaching if the consulting does not solely focus on a change of your behaviour, but also of your attitude which underlies your behaviour.

Limited in time
A further characteristic of coaching is its limitation in time. At the beginning of our cooperation we define your coaching goals in a way which lets you recognize when they are achieved. If you achieve your coaching goals, our cooperation on this specific topic comes to an end.

Coaching relationship
Finally I would like to examine another important aspect of coaching: The coaching relationship. A trustful working relationship is the basis of a successful collaboration. Each coach has his own characteristics and brings his personality into the consulting situation. No one coach is the best for everyone. This is why I offer you a briefing free of charge so that you can become familiar with me and my working style. After that you are able to decide if you would like to work together with me.
My office is situated at Mühlebachstrasse 43, 5 minutes walking distance from railway station Stadelhofen. The main entrance is located next to Café Mühlebach at the junction of Mühlebachstrasse and Kreuzstrasse. The entrance is open from 7am to 6pm. Please come with the elevator to the 4th floor and ring the bell there. In case the entrance is already closed, please call me via your mobile phone and I will pick you up.

### How you find me:

#### Public transport

<table>
<thead>
<tr>
<th>Line</th>
<th>Stop</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-Bahn 3, 5, 6, 7, 9, 12, 15, 16 (3 min. travel time from main station)</td>
<td>Railway station Stadelhofen</td>
</tr>
<tr>
<td>Tram 2+4</td>
<td>Kreuzstrasse</td>
</tr>
<tr>
<td>Tram 11 (from main station) +15</td>
<td>Kreuzplatz</td>
</tr>
<tr>
<td>Bus 31 (from main station)</td>
<td>Kreuzplatz</td>
</tr>
<tr>
<td>S18 (Forchbahn)</td>
<td>Kreuzplatz</td>
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</tbody>
</table>

#### On foot

<table>
<thead>
<tr>
<th>Starting point</th>
<th>Walking distance</th>
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</thead>
<tbody>
<tr>
<td>Railway station Stadelhofen</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Tram Stop Kreuzstrasse (Tram 2+4)</td>
<td>3 minutes</td>
</tr>
<tr>
<td>Tram/Bus Stop Kreuzplatz (Tram 11+15, Bus 31)</td>
<td>3 minutes</td>
</tr>
</tbody>
</table>

#### Car

<table>
<thead>
<tr>
<th>Car park</th>
<th>Walking distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neumünster Zollikerstrasse 1</td>
<td>4 minutes</td>
</tr>
<tr>
<td>Feldegg Riesbachstrasse 7</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Utoquai Färberstrasse 6</td>
<td>6 minutes</td>
</tr>
<tr>
<td>Opéra Schillerstrasse 5</td>
<td>7 minutes</td>
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There are some public, fee-based parking lots in front of the building and in the nearby area.