

Coaching

WHY COACHING?

Even if your employees have the required experience and skills, and also fit well into your company's culture, they are still confronted with challenges that need to be mastered. In such situations many companies and employees often consider giving notice as a possible solution. However, these challenges are possibly a personal area of learning and development. In coaching I work with your employees on such development topics as described in the following section. During the coaching, your employees learn to successfully deal with new situations by reflecting on personal perceptions and questioning their viewpoints. As a result, they develop new attitudes, which results in changed behaviours your employees broaden their behavioural repertoires, develop their personalities and successfully overcome more challenges than before. Providing coaching during a period where there is a lack of specialists contributes to talent development and retention management.

CONTENT / TOPICS

The need for coaching always appears in situations when the previous problem-solving strategies and the behavioural repertoires of your employees are not sufficient to master certain professional challenges. The fast economic change forces your employees to adapt their viewpoints and behaviours just as quickly. To ensure a high quality of counselling, I only offer coaching on topics in which I have a lot of experience. I have therefore specialised in the following coaching topics:

Positioning and self-marketing

Recognising the necessity of self-marketing in career management; developing strategies for

better positioning in the company through the visibility of one's own achievements; learning storytelling; strengthening self-perception as a prerequisite for better perception by others.

Strengthening self-consciousness

Recognising that self-consciousness can be learned; strengthening self-confidence through knowledge of personal strengths and weaknesses.

Personality development

Recognition of personal development needs through knowledge of one's own soft skills (strengths and weaknesses); development of strategies to expand behavioural repertoire.

Communication

Learning to communicate with customers, superiors and employees in a situation-appropriate way; recognising one's own goals and needs as well as the goals and needs of the conversation partners; effective use of communication tools.

Emotion management

Dealing with one's own and others' emotions; getting to know emotions as a valuable channel of perception and as a guide for personality development.

Personal and professional assessment

Development of professional perspectives and goals; recognize one's own needs regarding job content and job environment; definition of personal and professional development and training needs; recognition of one's own strengths and weaknesses.

(Please also read my remarks on this subject under personal and professional assessment for employees).

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WHAT IS COACHING?

Systemic and solution oriented

Systemic, solution-oriented coaching is limited in time and content. Systemic means that I have a look at the coaching topics with your employee which are related to their work environment and the appropriate dynamics. Solution-oriented means that in coaching we do not only want to understand how a problem arises, but we want to find solutions which result in a noticeable improvement in the daily work. In coaching I see myself as a sparring partner for employees to master the challenges in the conflict areas between profession, working environment and private life.

Resource oriented

The aim in coaching is to activate the personal and technical resources of your employees in order to achieve the coaching goals. At the same time, I bring in my technical knowledge and my experience. Your employees are the experts for their actual situation and I am the expert in coaching. Together we find solutions that are appropriate for the actual situation. It is important that your employees feel secure and know how they want to proceed. Changes in life happen if we start doing things different to the way we used to do it in the past. Gaining new insights is just the first step, it is important to put the knowledge into practice. The protected setting in coaching makes it possible to try out and practice new behaviours. Your employees apply the knowledge gained in their everyday working life. In the next coaching session, we evaluate their experiences and make adjustments if needed.

ARTICLES ON THE TOPIC

- Keep your eyes on your goals, not your opponents
- The blessing of bad experiences
- Diversity? Yes, but for real!

HOW WE CAN COOPERATE

The basis for a successful collaboration in coaching is a clear way forward, the clarification of the expectations of all people involved, as well as a binding regulation of the communication between you as the sponsor of the coaching, your employee as the coachee and myself as the coach.

Relationship / briefing free of charge

A trustful working relationship is the basis for a successful collaboration in coaching. Therefore, I offer your employees a non-binding, 30-minute briefing free of charge so that they can become familiar with me and my working style. Afterwards they decide whether I am the right coach for them.

Assignment clarification and contract

The coaching serves the personal development of your employees. In the first session we agree on the goals for the cooperation and record them in writing.

Evaluation and feedback

In the last session, I evaluate the overall process with my coachee. The feedback to you as the principal covers the coaching process. The feedback about the content and the achievement of goals takes place between principal and coachee. If desired, an evaluation of the coaching in a three-way conversation between the principal, coachee and coach is also possible.

Quality assurance

It is important for me to work with my clients based on a clear assignment and the definition of measurable goals. I evaluate my services with my clients. Whilst providing consultation I regularly review my work with my own personal coach and with my network of consultants.

Conditions and contact

I would be very happy to discuss a possible

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cooperation with you and give you a personalised offer. I look forward to hearing from you by telephone on 076 223 97 88, e-mail, WhatsApp or Threema (contact).

I am pleased to send you my actual conditions (order conditions).

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ABOUT ME



«For more than 20 years I've been consulting my clients in career topics. In coaching I accompany your employees as a sparring partner in handling challenges in the conflict fields between profession, work environment and private life. Coaching is a personal growth process with the goal to extend and broaden the scope of behaviour and it is an investment in the personal development of your employees.»

Peter Näf

Master of Arts University of Zurich
Executive Master of HR Management

QR Business card



Professional experience

- Since 2008 working as a self-employed career coach
- 11 years as a head hunter and partner with a personnel consulting company in Zurich; consulting and placement of professionals above all in the financial industry; handling direct search mandates for companies in the banking and insurance industry
- 4 years as an assistant to the management and head of administration with a portfolio management company
- 3 years as a partner of a company and shop for import and sale of Asian art and craft
- 1 year as an assistant in auditing

Education

- Master of Arts University of Zurich (Economy) (1992)
- Coaching diploma, ias Institute for Applied Social Sciences, Bad Ragaz (2007)
- Executive Master of HR Management, University of Applied Sciences, Olten (2001)
- Further regular training

Languages

- German
- English

My company

COMMERCIAL REGISTER

PETER NÄF karrierecoaching is an individual company registered in the Commercial Register of the Canton Zurich.

(Company no.: CHE-114.254.808).

VALUE ADDED TAX

VAT no.: CHE-114.254.808 MWST

RETIREMENT INSURANCE (AHV)

SVA Sozialversicherungsanstalt Kanton Zürich
Account no.: FC0.983

(Confirmation of self-employment)

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BUSINESS POLICY AND GENERAL TERMS AND CONDITIONS

Business policy

A ONE-MAN-SHOW

PETER NÄF karrierecoaching is an individual company registered in the commercial register of the Canton of Zurich. This means that you always work with the boss himself.

CONSISTENCY IN COOPERATION

A successful professional relationship, as well as trust and confidence, develop from successful collaboration over an extended period of time. The advantage of my business model is that you will always deal with the same person and will be able to build on former collaboration.

NETWORKING AND INDEPENDENT

I am connected, but not bound to any network partner. If I consider myself not competent in a subject, I recommend the best alternative known to me.

My independence means that I neither pay for clients I refer nor do I accept anything in return for referrals. The focus is on the needs of my clients.

TRANSPARENCY

A high degree of transparency in working with my clients is important to me. That is why I work with comprehensible methods and, for example, abstain from personality tests when assessing people. I explain methods that are more difficult to understand, so that my clients feel safe and in control at all times.

EXPERTISE OUT OF SPECIALIZATION

People gain deeper understanding by doing the same things time and again and experience them in a new way. For more than 20 years I have been working in the field of career counselling and there is still a lot to discover.

Terms and conditions

DURATION OF A SESSION

Normally coaching sessions last 60 or 90 minutes. Unless we have agreed otherwise or agree during the meeting, any extra time spent at the meeting will be at my expense.

FEES

The prices for services rendered are based on the current hourly rate at the time the order is placed. I charge by the hour unless we have agreed otherwise. The hourly rate covers the consulting session as well as its preparation and post-processing. The billing of additional expenses will be agreed upon separately. The consulting service is subject to the full VAT rate applicable at the time the service is rendered.

ONLINE CONSULTING ABROAD

I charge the same hourly rate for online consultations across borders. Invoicing is done in Swiss Francs. The VAT is not charged. For an inexpensive transfer of the invoice amount I have an account with Wise ([company information](#)).

PAYMENT

I invoice my services after having finished the cooperation. For long-term mandates we agree upon part payments. Invoices are to be paid within 30 days without discount.

BRIEFING

I offer a non-binding 30-minute briefing free of charge so that your employees get the possibility to get to know me and my working style, and decide whether I am the right person for them.

APPOINTMENTS

Appointments are binding on both sides. In case of prevention, the cancellation is made 24 hours in advance, so that the session does not have to be charged. In case of cancellations or postponements less than 24 hours before the start of the agreed appointment, I charge half the

agreed fee, in case of unannounced absence
the full fee.

PREMATURE TERMINATION

A coaching cooperation is a mandate according
to Code of Obligations Art. 394 to 406. The co-
operation can be terminated anytime by either
side. In such a case, a closing session will take
place.