

## • ELVERFELDT COACHING •

### **Individual compact training: "Reading people, discovering potentials and coaching".**

- You work a lot with people and can read most of them and win them over for yourself and your goals. Can you succeed with everyone, even with characters with mindsets different from yours?
- You are technically competent and very adept at dealing with facts and figures, but are the emotional reactions and behaviors of some of your colleagues sometimes incomprehensible to you?
- You are good and experienced at developing and coaching others in a targeted manner, but do you succeed with everyone, and do you have the best possible methods at your disposal?

#### **Goals:**

- The training provides **well-founded business coaching competencies**, a deeper **understanding of other people**, as well as **quality assured content**. Its **practice-oriented** approach makes it easily **transferrable** into your professional practice.
- The focus is on processing your own cases and topics and is highly **practice oriented**. The content is holistic and combines the best approaches from different schools of thought with a focus on a systemic approach from 20 years of coaching expertise.

#### **Uses:**

In addition to conveying the above-mentioned content, methods and tools of coaching, participants will benefit from:

1. the ongoing process of reflection in relation to their **(self-) leadership and competence as a personality**, so that **you'll become the best version of yourself and successfully win others over**.
2. individual **counseling with a professional sparring partner** in relation to your **personal concerns**, enabling you to benefit noticeably for your daily work and life.
3. acquiring techniques for reading others better, so that **you can communicate with difficult people successfully and develop their potential in a targeted manner**.

#### **Coaching**

Coaching is the professional form of personal and individual counseling. It involves reviewing and reflecting on one's own thoughts, actions, and values with the aim of becoming more aware and expanding one's own possibilities and potential to increase performance and satisfaction. The focus is on the present and future in a professional context. Coaching is about **becoming more of the unique personality you are and can be to become more successful and happier as a result**.

# • ELVERFELDT COACHING •

## **Target group**

Managers (executive as coach), mentors, personnel developers, consultants, trainers and interested professionals who work closely with others and want to become a “people whisperer.”

## **Requirements**

At least 5 years of professional experience as well as a preliminary interview of about one hour to check the basic aptitude for the training and to get to know each other.

### **1st Module:**

#### **Coaching others and targeted development: the coaching process in conversation in theory & practice**

- ❖ Concrete definition and conceptual delimitation of coaching, consulting, mentoring and executives as coaches.
- ❖ Frameworks in the coaching process (time frames, rules, places, content)
- ❖ Clarification of assignment and agreement on objectives (contract clarification)
- ❖ Learning and training specific questioning techniques as well as a structure (guideline) for conducting the coaching process
- ❖ Intensive training of concrete conversation situations
- ❖ Reflecting on one's own role and basic attitude in conversations, contact-promoting and motivating attitudes and behaviors, personal feedback

### **2nd Module:**

#### **Reading others and communicating adequately with target groups: personality models for type analysis and reading faces**

- ❖ Learning and applying a personality model to better assess oneself and others and to communicate appropriately to target groups.
- ❖ Excerpts from Anlitz-Diagnostik (face diagnostics), which are particularly relevant in the professional world
- ❖ Possible pitfalls such as prejudices or bias in perceiving and assessing others
- ❖ Practical exercise settings with subsequent self-reflection
- ❖ In-depth reflection of one's own style in conversation

# • ELVERFELDT COACHING •

## **3rd Module:**

### **Dealing with challenges and difficult conversations including beliefs, values and motives**

- ❖ Dealing with beliefs and incentives in the coaching process
- ❖ Integrating awareness of one's own values in a coaching conversation
- ❖ Relevant motives and drivers of motivation in professional life
- ❖ Introducing life stage models and dealing with transitions.
- ❖ Dealing with resistance and difficult conversations
- ❖ Practical exercise settings with subsequent self-reflection
- ❖ Feedback for individual participants and conversation styles

## **4<sup>th</sup> Module:**

### **unlocking potential and top management coaching: increasing performance, power, and influence**

- ❖ Increasing mental performance through coaching
- ❖ Elegantly dealing with power in a corporate setting, dealing with power for men and women
- ❖ Differentiating between dealing with top management v/s middle and lower management
- ❖ Reflections on various coaching styles
- ❖ Practical tests with time to reflect afterward
- ❖ Feedback for individual participants and coaching styles

## **5th module:**

### **Impact, resources & self-management to position yourself optimally as a brand and achieve goals more efficiently.**

- ❖ Establishing your own brand to achieve goals more efficiently through adequate positioning and stakeholder management.
- ❖ Awareness of your own impact: integrating body language & feedback
- ❖ Model for your own centering & good contact and its practical application
- ❖ Tools for better self-management, e.g., increasing your composure
- ❖ Supervision of current cases
- ❖ Integration of coaching into your practice

## • ELVERFELDT COACHING •

The contents of the modules, especially 3 to 5, will be adapted to the current and individual needs of the participants. Alternative content such as work-life balance is possible.

At the end, participants will receive a certificate.

The certificate requires the participation in all modules as well as a written approx. one-page documentation of a coaching case.

Between the individual modules, participants will practice with each other in small groups to deepen the training content and gain practical experience. Alternatively, you can opt to practice with people in your own professional setting. If required, additional supervision appointments and individual coaching can be provided by Elverfeldt Coaching for the advanced modules.

### **Costs**

#### **Compact training in small groups or individual training:**

(All prices plus VAT incl. participant documentation as well as drinks and snacks during breaks and a free preliminary meeting to get to know each other).

The training can only be booked in its entirety, as the modules build on each other. Payment is made per module at the end of each month after the module has been completed. The dates are coordinated individually and are

- In the case of individual training with **1 participant**, the contents are taught in **5 x 5 hours** at monthly intervals. The price for all modules in total is € 9.000 - per module € 1.800.
- With a group of, e.g., **2 participants** in **5 x 6 hours** per month for complete price per person of € 5,400 - per module € 1,080.
- For a group of, e.g., **3 participants** in **5 x 7 hours** at monthly intervals at a complete price per person of € 4.200 - per module € 840.
- It's also possible to book one or more modules individually via individual coaching.

I will gladly answer any questions you might have in a free one-hour preliminary meeting.

**Training location:** Elverfeldt Coaching, Hansaallee 21, 60322 Frankfurt, Germany

#### **Trainer:**

Felicitas Freiin von Elverfeldt, Elverfeldt Coaching

Hansaallee 21 | 60322 Frankfurt

Tel. 069/71 67 89 07 | Fax: 069/71 67 89 08 | Mobil: 0171-31 40 621

Email: [info@elverfeldt-coaching.com](mailto:info@elverfeldt-coaching.com) | Internet: [www.elverfeldt-coaching.com](http://www.elverfeldt-coaching.com)

#### **Registration**

Please register in writing or by email. Afterwards you'll receive a confirmation. Cancellations are possible free of charge up to 5 working days before the start of each module. After that, the full fee will be due.

**I look forward to working with you!**

**Felicitas von Elverfeldt**