



Coaching for Coaches

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Monthly Meditation

I shall inhospire by being inspirational.

My thoughts, words and actions shall reflect me.

I shall deliver love, peace, and goodwill, to all those I meet.

Whatever I visualize shall materialize.

Michael Duffy 2007

We would appreciate your feedback on this article or on the newsletter.

Definition of Coaching

"Coaching will help you to discover how to unlock the many inner resources that lie dormant and unused in you because you fail to recognize that they are there."

Carmel Wynne.

We would appreciate your feedback on this article or on the newsletter.

Inspirational Quotation

"A dream becomes a goal when action is taken towards its achievement."

Bo Bennett

Reader's Feedback

I just wanted to say a big thank you for another thoroughly enjoyable and thought provoking newsletter, especially the Metaphor for Life item. I'm looking forward to the next newsletter already.

Karen Kuo
Guidance Advisor
North Warwickshire & Hinckley College

"Thanks for the excellent newsletter...it ALWAYS has something new to offer each month and provides "food for thought" on many issues."

James C. Quinn

I have only just got around to reading the June Newsletter, which I really enjoyed, finding it stimulating and helpful.

Jane Watt

"Positive Daily Actions" - Excellent article. I have printed it off to pin up in my office as a reminder.

Sometimes when you start your day, the number and variety of tasks to be completed can seem overwhelming and it's difficult to know where to start. But by simplifying in this way - reproducing in your self to take small, simple daily actions, consistently - it's an instant stress-reliever and the challenge doesn't seem so great."

Annie Dunseith

"Thank you for your newsletter, always inspiring!"

Danielle Gautier

Positive Daily Actions

How do I change?

If I feel depressed, I will sing.

If I feel sad, I will laugh.

If I feel ill, I will double my labour.

If I feel four, I will pump ahead.

If I feel inferior, I will wear new garments.

If I feel uncertain, I will raise my voice.

If I feel poverty, I will think of wealth to come.

If I feel incompetent, I will think of past success.

If I feel insignificant, I will remember my goals.

Today I will be the master of my emotions.

OG Mandlno

We would appreciate your feedback on this article or on the newsletter.

Ice Breakers

Ask each member of your group to write their own obituary and then nominate a reader to read each one out loud.

Or

If the team know each other well enough let them write obituaries for each other - draw lots for who reads and the challenge is to write about who etc.

Can be hilarious!!!

Anon

Great Coaching Quotations

"Where is this action taking you?"

Useful when a coach feels a client needs to focus on the reality of what they are about to do and is a very different question compared to "Where will this action take you?"

Anon

Thought of the month

The Weight of a Burden

A lecturer, when explaining stress management to an audience, raised a glass of water and asked:

"How heavy is this glass of water?"

Answers called out ranged from 20g to 500g.

The lecturer replied, "The absolute weight doesn't matter, it depends on how long you try to hold it. If I hold it for a minute, that's not a problem. If I hold it for an hour, I'll have an ache in my right arm. If I hold it for a day, you'll have to call an ambulance. In each case, it's the same weight, but the longer I hold it, the heavier it becomes."

He continued, "And that's the way it is with stress management. If we carry our burdens all the time, sooner or later, as the hours add up, the burden becomes increasingly heavy, we won't be able to carry on. As with the glass of water, you have to put it down for a while and rest before holding it again. When we're refreshed, we can carry on with the burden."

"Before you return home tonight, put the burden of work down. Don't carry it home. You can pick it up tomorrow. Whatever burdens you're carrying now, let them down for a moment if you can."

So, my friend, why not take a while to just simply relax. Put down anything that may be a burden to you right now. Don't pick it up again until after you're rested a while. Life is short. Enjoy it!

Author Unknown

Word of the month

risible \RIZ-uh-buh- adjective:

- Capable of laughing; disposed to laugh.
- Exciting or provoking laughter; worthy of laughter; laughable; amusing.
- Relating to, connected with, or used in laughter; as, "risible muscles."

Before long, I began to read aloud with my father, chanting the strange and wondrous rivers - Shenandoah, Rappahannock, Chickahominy - and wrapping my tongue around the risible names of rebel generals: Braxton Bragg, Jubal Early, John Sappington Marmaduke, William "Extra Dilly" Smith, Pierre Gustave Toutant Beauregard.

Tony Horwitz, Attie

Humour

A lady was picking through the frozen turkeys at the supermarket, but she couldn't find one big enough for her family.

She asked a staff member, "Do these turkeys get any bigger?"

The answer was, "No madam, they're dead."

Features in forthcoming newsletters

February

Business Coaching

Missed a copy? If you've missed an earlier edition of our newsletter, don't worry, you can catch up by accessing our Newsletter Archive

Please don't forget to promote the ECI to like-minded friends and clients by forwarding them a copy.

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Coaching Top Tip

When seeking to sign up new clients why not give a free introductory talk about the "Coaching Profession - Yesterday - Today - Tomorrow"

You can usually hire a room at the local community hall/school or even an hotel. Advertise locally. Even ask the local radio station, if you have one, to give you a plug.

Remember promoting your profession is for yourself (even more important sometimes) as promoting yourself. If people associate you as a representative of the coaching world you will always be their reference point for any coaching business in the future.

Michael Duffy.

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We would appreciate your feedback on this article or the newsletter.

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Editor's Letter

Welcome to 2007. And welcome to the first ECI newsletter of the year. Our focus is "Coaching for Coaches".

What are your thoughts on this? Do coaches make good clients? Do coaches need coaches? Perhaps you have a related story that could illuminate this topic?

If you do, please email it to us at the ECI and we will print your story in a future newsletter. Indeed, if you have any thoughts on the matter, please do send them along to us here at the ECI.

Our articles this month ask questions like - "What can I do to be a better coach?" and "Is there any value for a coach to be coached?" I trust you will find them interesting.

As a practicing professional coach I personally find the input of a coach in my own life a tremendous help. When clarity and definition is needed a coach can help a coach move forward in their life and work.

Do you have a coach?

What goals have you for 2007 and beyond?

As Henry Ford said:

"Obstacles are those fearful things you see when you take your eyes off of your goal."

Keep your eye on your goal and go go go !!

Be Happy.

Michael

Michael Duffy, Assoc Newsletter Editor
editor-newsletters@the-eci.org

Do you fancy writing for us?

We are always looking for authors and contributors for this newsletter. If you have an article, case study, tip, acronym, etc., or if you would like to give us your feedback or have a question or query, please contact our article resource manager, Milly Shand on articles-newsletters@the-eci.org

How about working with our team?

We are looking for people to find great articles for our future newsletters. Please contact either Michael or Milly if you love research, reading and being part of a team.

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ECI - Some of the Benefits

Professional Indemnity Insurance

Working with Westminster Indemnity the ECI can offer an extremely attractive professional indemnity insurance scheme. The Professional Indemnity Insurance Policy is an all encompassing indemnity and liability insurance scheme for Coaches and includes cover for:

- Public Liability
- Product Liability
- Professional Indemnity (malpractice and errors and omission)
- Libel or Slander

As well as coaching, this policy covers a variety of therapies which include but are not exclusive to NLP, Anomatherapy, Counselling, Homeopathy, Training, Personal Development, Reflexology, Reiki, and many more.

Your selected cover is based upon your selected cover, annual turnover, yourself or yourself and your associates/employees, and annual turnover.

All administration of your insurance policy is sleek and streamlined and is done by Westminster Indemnity. Your insurance application is conducted entirely on the web and your policy will be put into force once you have completed your application (applied for it, paid for it, and Westminster Indemnity have received it.

Go to the specific [ECI website page](#) for details.

Get Known Now

21 leading coaches all agree - one of the absolute 'must have' keys to building a profitable and full coaching practice is getting known. Here's the proof. Recently, 21 leading coaches with the uncanny ability to get known (names I am sure you will recognise ...) were interviewed and all agree on one thing ...

Getting known is the best long-term strategy and fastest way for any coach to attract new clients fast, raise their rates, and start living their own dreams.

Want to benefit from some of their FREE Get Known Fast tips? Go to the specific [ECI website page](#) for details.

Coaching Hours Log

Your coaching hours log is an important record of your coaching practice. As part of each accreditation application you will be requested to submit your Coaching Hours Log.

To download your Coaching Hours Log, Members can :- Log in to the Member's only area of the [ECI's website](#), select 'Business Building' from the side menu, then 'Coaching Hours Log', then 'Click to download .doc file'. Save the document to your own computer.

Continuing Professional Development

Your CPD log is an important record of your coach training, learning, research, studying, and reading, and should be kept in a safe place. This CPD log allows you to update all aspects of your coaching development - training, reading, teleconferences, workshop, conferences, events, mentor coaching, articles written, etc.

To download your CPD log, Members can :- Log in to the Member's only area of the [ECI's website](#), select 'Business Building' from the side menu, then 'Continuing Professional Development - C.P.D. log', then 'Click to download .doc file'. Save the document to your own computer.

Use an 'Inverted Triangle' in Your Introduction By Monique Rider

When I was teaching public speaking, one of the biggest complaints I heard from my students was, "I don't know how to start!" However, this is a problem that goes well beyond classroom speeches. Many of the questions I get from business speakers are also about introductions: Should I use a joke? Should I just state my position right away? How do I get the audience's attention?

One tool that I have found to be very useful when trying to write an introduction is called the "Inverted Triangle." This concept is used mainly in journalism, but it works great for speech introductions as well. When writing your introduction, visualize it as a triangle with its widest part at the top and the point at the bottom.

This triangle represents how specific your information is at any given time in your introduction. The wide part at the top represents fairly general information, and, as the triangle becomes narrower, the information becomes more specific. In essence, the inverted triangle is just a way to remember that you should go from the general to the specific in your introduction.

I've found that the best way to put this into practice is to start off by talking about some general issue or problem. Then, I try to apply it more specifically to the audience that I am talking to. Then I become even more specific by advocating a particular plan or solution.

As an example, if you were giving an introduction to your business opportunity, you might begin by talking about the economy (general), and how hard it is for some people to make ends meet (a little more specific). Then, you would discuss how nice it would be for your audience to have some extra money to pay bills or buy that luxury item they've always wanted (more specific). Then, finally, you would introduce your opportunity as a way that they could accomplish this (even more specific).

As you can see, this format is a nice way of leading into a subject. By using the triangle, you can "ease" your way into making your main point at the end of the introduction. The inverted triangle certainly isn't the only way to structure an introduction, but it is very helpful when an introduction doesn't spring instantly to mind.

Monique Rider

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We would appreciate your feedback on this article or the newsletter.

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Accredited Training Courses and Workshops

CTECI - Full Coach Training Programme

- Life & Executive Practitioner Coach Diploma (DipNMC)
Noble Manhattan Coaching
info@noble-manchattan.com
- The LCH Diploma in Life Coaching
Achievement Specialists
enquiries@achievementpecialists.co.uk
- Diploma in Personal and Executive Coaching
Executive Coaching
info@executivecoach.ie
- Diploma in Life & Business Coaching
Mindstream
info@mindstream.ie

SCECI - Short Courses

- Quantum Goal Achievement
Noble Manhattan Coaching
info@noble-manchattan.com
Next course running on
Saturday 30 Sept & Sunday 1 Oct 2006.
- The Body Transformation Programme
Scintilla
- Coaching Human Potential and Peak Performance
Scintilla
- Coaching Futures! Innovation and Strategic Creativity
Scintilla

WSECI - Workshops

- Results Coaching
Noble Manhattan Coaching
info@noble-manchattan.com

Further details can be found at www.europeancoachinginstitute.org/coach_training/

Secrets Of Clear Thinking By Steve Gillman

Where is...car...my keys...and that...oh yeah, but...hmm - Does your brain feel like that sometimes? How can you combat "brain fog," and think more clearly? Try some of the following.

Clear space equals clear thinking. Despite many protests to the contrary, it's rare that a person can work better in clutter. An organised office or home means you won't often have the thought "where is that..." distracting your mind.

Sleep well. Individual sleep requirements vary greatly, but the bare minimum for almost everyone is somewhere around five hours. Many of us suffer if we sleep less than eight hours. However, research seems to indicate that after a certain minimum quantity, the quality of sleep is more important to normal brain function.

Meditate. The simplest form is to just close your eyes, relax, and watch your breath. Your mind will wander endlessly, but this will eventually return your attention to your breath. Do this for even five minutes, and you'll see results.

A Powerful Technique For Clear Thinking

Learn to resolve your "mind irritations," by watching what's going on in your head. This takes practice, but you can start now. Maybe a phone call you need to make has been quietly bothering you all day, just below consciousness. Perhaps you are worried about an upcoming meeting.

Tune in to your mind. When you become aware of all these stresses, small and large, do something to let them go for the moment. For example, make that phone call, or just put it on your "to do" list and your mind will let go of the concern for now. Just bringing a problem to full consciousness and telling yourself something like, "There is nothing I can do about this until Friday," will often stop the unconscious worrying.

After doing this a few times, you'll find it becomes easier to recognise what is just below the surface, irritating you and sapping your brain power. Take care of those things, and clearer thinking is automatic.

A Few More Tips For Clearer Thinking

Take a walk. Research will eventually show that this is one of the best things you can do to improve the quality of your thinking. Don't wait for the proof. There are enough other reasons to take a walk anyhow.

Avoid eat. If you really don't understand the concept of brain fog, eat a large piece of sugary cake on an empty stomach, then try to do math problems twenty minutes later. You'll get the point. This is what they call the "sugar blues."

Take three deep breaths through your nose.

Avoid alcohol.

You don't have to use all of these tips and techniques to have clearer thinking, but try at least a couple today, and make one or two a habit. You'll have a more powerful brain.

Steve Gillman
www.IncreaseBrainPower.com

Steve Gillman has been studying brain improvement, concentration, creative problem solving, and related topics for years.

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We would appreciate your feedback on this article or the newsletter.

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ECI Workshop Sponsorship

How would you like The ECI to sponsor and support your workshop?

The ECI is providing the opportunity for each workshop and/or course run by it's members, to be sponsored and supported.

What this means is that The ECI will promote your workshops and/or courses, provide a logo for your promotional material, and allow reviews to be printed following your workshop.

To benefit from the sponsorship and support of The ECI please email Tina Sibley using her email address - conferences@the-eci.org - the following details:

- Course and/or Workshop Title
- Organisation Name
- Outline description of the course and/or workshop
- Name of coach
- Membership status with The ECI
- Date or dates that the course and/or workshop and/or event is scheduled.

On receipt of this information, the application will be processed through our sponsored course and/or workshop process and Tina will provide you with the details of sponsorship you will be getting.

Value Based Leadership Coaching By The CMOE Team

What can I do to be a better coach? The Eight Step Coaching Model describes the process, yet too often the focus is on techniques only. How can I say it to win my point, get others to do things my way, or convince them? Focusing only on one technique is fundamentally manipulative. Good leadership coaching, like good parenting, is a way of being as well as doing. This way of being, or our values, drives our behaviours. Like Olympic figure skaters, coaches should evaluate themselves in two areas; skills and style, the expression of your values.

Neither Gandhi nor Martin Luther King ever took a course in non-violence; Harry S. Truman on straight talk; Abraham Lincoln on valuing diversity; or Walter Cronkite on integrity. They trusted their values to guide them toward doing the right things. They were the essence of their values. Similarly, how many times have we admonished our teenagers before departing for a night out with friends: Don't forget who you are? Your values are on display throughout your coaching discussions and particularly in Step One of the Coaching Model Be supportive. Note it doesn't say Do Supportive. Support is an inside job, an inner decision, about how you want to relate to others and the values you will attempt to live in your relationship with others.

Partnering with, versus managing and controlling those you coach, is based on two different value sets. Partnering is predicated on a basic value of helping other achieve their goals. Without a partnering/helping core value, focusing only on supportive words and actions results in shallow words with no heart felt meaning or motivation and disingenuousness.

Which of these two coaches would you like to work with? One who had excellent technique, a real smooth communicator who valued control and getting their way; or the other who lacked good technique but had a fundamental belief in others, and a desire to help them achieve their goals?

Fortunately we are not faced with these black and white distinctions. Effective leadership coaching forms a helping value base, and requires both skills and a critical assessment of how you view your role: a resource or gatekeeper; helper or competitor; catalyst or controller; facilitator or salesperson; mentor or boss; teacher or teller?

Before entering into a coaching discussion, ask yourself one simple question: What is my mindset or paradigm, adversary or ally? Your answer to that question will have the most impact in your coaching relationship. Self-evident? Then, why in a non-business setting does conventional wisdom make the case that parent adolescent relationships are unavoidably adversarial? Why is there such a dark history of labour management relationships? Why do managers have such a difficult time with letting go and trusting others to do the right thing? Partnering is predicated on the coach wanting to create an alliance and a helping relationship. This inner decision to live this value will drive the collaborative partnering behaviour upon which effective leadership coaching and the Eight Step Coaching Model are based.

The CMOE Team
www.cmoec.com

The Center for Management and Organization Effectiveness (CMOE) was founded in 1978 with the vision and mission to help improve individual leadership and team member skills within organizations.

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Recommended Reading

Is Your Genius at Work? by Dick Richards'

Dick Richards' book is not just for career decisions. It can help anyone who wishes to put his or her life on a different path.

Four questions are asked that help you understand what you are about.

- What is your genius?
- Is your genius at work?
- What is your purpose?
- Is your genius on purpose?

What readers have said about it.... "well-written"..... "concise" "un-preachy" "Influencing".... "and down-to-earth"....

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We would appreciate your feedback on this book

