



Love 'em & Lead 'em

# Keys to Coaching



*“Our mission is to help you make your vision a reality.”*

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# Keys to Coaching

*“What would happen if you looked at your job as...an opportunity to share yourself? Usually we are so busy with tasks, we forget that above all else, what our people get from us is **us** – our values, our attitudes, our perceptions. In the long run, it’s not our skills or our know how or our long experience that make the biggest impact – **we are the main message!**”* from *Everyone’s a Coach* – Ken Blanchard and Don Shula

## Why Coach?

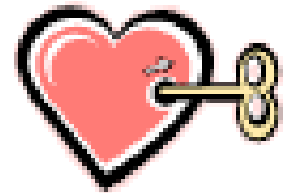
People development is one of the most rewarding aspects of your leadership role. The more success your team members experience, the more success you experience and the more income you earn. One-on-one coaching is an important part of that process.

Most people who join your team have never run a successful home-based business. They don’t even know what success looks like! When you coach, you use your influence to keep them involved long enough to begin to experience results.

## Who Should You Coach?

Spend one-on-one time on the right people – new people and those who are working consistently.

- **New Starts:**
- **People who are working regularly**
- **Emerging Leaders**
- **People who have advanced to a new level:**



## When Should You Coach?

- **Establish office hours** for one-on-one Telephone Coaching Appointments.  
# 1<sup>st</sup> Level Active \_\_\_\_\_ X 1 hour/week = # hours/week for one-on-one coaching
- **Make your personal business count twice** by inviting people to listen or watch as you work.
- **Use group events** to include people whose activity does not warrant one-on-one coaching time.

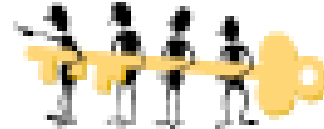
## What Do You Want to Accomplish?



- Establish yourself as a “people-builder.”
- Be clear about what it takes to get your time.
- Sort through numbers of people.

## How To Be a Great Coach

- Be a great **role model!**
- Establish a **coaching relationship** right from the start.
- Help each person create a **personal action plan**.
  - ✓ WHY
  - ✓ WHAT
  - ✓ WHEN
  - ✓ WHO
- ***“If you get off track, what do you want me to do?”***
- **Set expectations** accompanied by bite-sized challenges.
- **Emphasize practice** – not perfection!
- **Praise progress and/or redirect.**
- **Encourage shadowing.**
- **Communicate** regularly.
- **Match efforts!**



***“I’ll work as hard on your business as you do!”***

*“Goal setting only starts good behavior. It’s the follow up – the attention to detail, the mentoring and the coaching – that make it happen... The destination is marvelous, but the real joy is the journey.”*

*from Everyone’s a Coach – Ken Blanchard*

## Telephone Coaching Appointments

Procrastination is the natural human response when someone is afraid or unskilled. Having a regularly scheduled coaching appointment with you helps overcome the procrastination. Of course, you'll talk to your team members at other times, but this call is very targeted and has a specific agenda designed to enhance both skill and confidence.

- **Establish the ground rules.**
  
- **What is the purpose of the call?**
  
- **How long should the call last?**
  
- **How do you keep track?**
  
- **How will you learn to do these calls?**
  
- **What do you do when you spot someone who wants more?**
  
- **What do you do when you spot “danger signs?”**



*“Who believed in you? That person’s vision of what you were capable of ignited something inside you. You said to yourself, ‘Well, if they think I can do it, maybe I can.’ You were challenged to reach down into yourself and call forth the effort that matched their vision of your potential.”*

*from Everyone’s a Coach – Ken Blanchard and Don Shula*

# Coaching Calendar

for Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Month: \_\_\_\_\_

Goal: \_\_\_\_\_

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Results	Week 1	Week 2	Week 3	Week 4	Monthly Totals
Contacts					
Sales					
Recruits					

Notes and prospects to follow-up:

# Critique Your Week

Week of \_\_\_\_\_

Show 1: Hostess Name	# Guests Invited: Attending:	Outside Orders	Total Sales  Av. Order	Still open?  Yes/No	Bookings	Prospects	Info. Packets
What went well?							
What needs improvement?							
Show 2: Hostess Name	# Guests Invited: Attending:	Outside Orders	Total Sales  Av. Order	Still open?  Yes/No	Bookings	Prospects	Info. Packets
What went well?							
What needs improvements?							
Show 3: Hostess Name	# Guests Invited: Attending:	Outside Orders	Total Sales  Av. Order	Still open?  Yes/No	Bookings	Prospects	Info. Packets
What went well?							
What needs improvements?							
Show 4: Hostess Name	# Guests Invited: Attending:	Outside Orders	Total Sales  Av. Order	Still open?  Yes/No	Bookings	Prospects	Info. Packets
What went well?							
What needs improvements?							

Totals for this week: Sales \_\_\_\_\_ # Bookings \_\_\_\_\_ # Prospects \_\_\_\_\_ # Recruits Signed \_\_\_\_\_

# Shows scheduled in the next four weeks: Week 1 \_\_\_\_\_ Week 2 \_\_\_\_\_ Week 3 \_\_\_\_\_ Week 4 \_\_\_\_\_

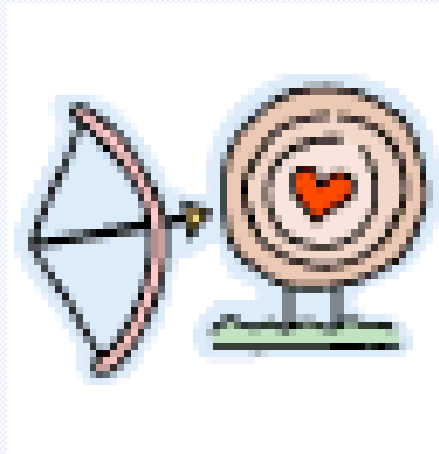
My focus for next week:

Things I'd like to discuss with my Upline:

# *A Fresh Perspective*

*On*

# *YOUR Future!*



# A Fresh Perspective on Your Future!

Your personal business plan will be as unique as you are.

Take the time to answer a few questions to get your business off on the right foot.

## WHY are you starting your business?

- Did you fall in love with the **PRODUCTS**?
- Does the idea of working with **PEOPLE** make you smile?
- Will your business help you fulfill an important **PURPOSE**?
- Are you thrilled with the **PROFIT** potential?
- Do you want to achieve **PERSONAL GROWTH**?

Write down the reasons **WHY** you are beginning your business:



You already have lots of skills and talents that will help you.

Write down the assets you already have:

This is also a perfect opportunity for growth. Write down areas in which you want to improve:



## What Do You Want To Achieve?

There are no limits! Financial success starts with deciding how much you want to earn and what you want to do with your income.

*“I would like to use my earnings to:*

*“Each month, I want to earn \$ \_\_\_\_\_.”*

## Pick Your Profit!

In column 1, fill in the Show Average for your area and the amount of commission you will receive for an Average Show. In column 2, fill in the amount of an Above Average Show in your area and your commission amount. Multiply the commission by the number of shows per week in column 1.

**Circle what you want to earn each week!**

Number of Shows per Week	Show Average in My Area is \$ _____ My commission is \$ _____	An Above Average Show in My Area is \$ _____ My commission is \$ _____
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		

Leadership Tele-course – Week 3

**When will you work?** The hours you spend on your business are flexible...they're just not optional. Your business can fit perfectly into your life. You decide when and how much you will work.

\_\_\_\_\_ I want to work part-time \_\_\_\_\_ I want to work full time  
 I will commit \_\_\_\_\_ hours/week

Sun	Mon	Tues	Wed	Thurs	Fri	Sat

1. Pencil in your current priorities (things you cannot or will not change) on the calendar above.
2. Now, **HIGHLIGHT** the dates you are available to do parties. Be sure that you have identified **ENOUGH** dates to meet your personal sales/income goals.
3. Transfer the dates that you want to work in the next three to four weeks to your *Open Dates* sheet. These are the dates you will offer prospective Hosts. If you don't book a date that you are available to work, spend that time "dialing for dollars."
4. Schedule pockets of time each day for other business-building activities such as phone calls.





