



Career, Business & Leadership Success

# PERSONAL COMMUNICATION COACHING

Advance your communication skills to effectively inform, engage, and influence others with this 4-Step Communication Coaching Program.

## Inform, Engage & Influence

Personal Communication Coaching will fast-track your progress and provide you with structures and processes that get you to stay on track to develop your communication skills to inform, engage & influence others.

This **4-step Communications Coaching Program** provides personal coaching and tuition from a qualified Results Coach, professional communication & leadership trainer, and an award-winning public speaker.

Your progress will be clearly mapped out in a strategy planning session prior to the training to ensure you reach your objectives. The sessions will uncover your strengths and improve weaknesses to help you master the art of communicating, which in turn develops your career, business interaction, and leadership potential.

This coaching is suitable for improving and practicing many skills such as: public speaking & business presentations, leadership skills, special event speeches, interview skills, boosting assertiveness, emotional intelligence, understanding other personalities, or developing a stronger sense of self.

**Personal Communication Coaching = \$2995**



100% satisfaction guaranteed.

## Coaching Includes:

- ✓ Communication skills knowledge, demonstrations and practice, hands-on experience.
- ✓ Face-to-face training in Sydney NSW
- ✓ Assessment of your current strengths and weakness.
- ✓ Workbook with techniques & tips relating to improving the skills that you have identified.
- ✓ Videos of your speeches & presentations to review and see progress.
- ✓ Constructive feedback and coaching.
- ✓ Confidentiality agreement.
- ✓ Gallup Strengths Assessment (if appropriate)
- ✓ On-going action plan to continue development.
- ✓ Certificate of Achievement.

See 4-Step Communication Coaching Program over page

or visit - <https://artofcommunicating.com.au/personal-coaching/>

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## 4-Step Coaching Program

1. Strategy Planning Session
2. 4 hr or 2 x 2hr Live Sessions
3. Review & Practice
4. 4 hr or 2 x 2hr Live Sessions

### 1. Strategy Planning Session – 1 hour

We discuss your objectives for your coaching/training, establish a plan, create a schedule, and organise pre-work to be done before your first session. This enables us to create unique course material for you. This session is conducted on the phone or over zoom.

If you already have a speech/presentation, information about an interview, or any documentation required for the coaching, we ask that you send it to us so that we establish a deeper understanding of the content before the first session. This also includes analysis and improvement suggestions of any related PowerPoint slides.

### 2. Assessment & Training

This session is devoted to analysing your main areas of concern, analysing your strengths and weaknesses, improving skills through training and hands-on practical experience, video feedback and coaching. This 4-hour session is conducted face-to-face in Sydney. Alternatively, 2 x 2hr sessions.

You will be asked to deliver a speech or give an example of your current communication skills. (You will be given adequate information and time to prepare for this session in advance.) Your presentation will be videoed for review. Your coach will then provide training and constructive feedback on your skills. For example:

- Speech structure, message & purpose
- Using body language effectively
- Develop richer vocal expression.
- Improve language and use of words.
- Addressing the needs of your audience.
- Responding to questions.
- Understanding personality styles.
- Tips & techniques to build confidence.
- Gallup Strengths Assessment analysis.
- Success in targeting your objectives.
- Effectiveness of your PowerPoint slides.
- Assertiveness skills & practice.
- Interview skills and practice.
- PowerPoint effectiveness (if used).

Extra knowledge and training materials will be provided in preparation for the next session.

Videos and training materials will be filed in a personal OneDrive Folder, giving you all the information and reference materials required.

### 3. Review, Practice & Coaching

The time in between the face-to-face sessions with your coach should be used to apply new techniques and processes in your life/work.

Your coach will be available on-line to provide appropriate support, listen and give suggestions to you on your progress, or review speeches and presentations during this time.

A break of 1 or 2 weeks should be adequate for your practice and review your skills in between sessions.

### 4. Refine Your Delivery

Now you will be ready your skills to the next level. This 4-hour session is conducted face to face in Sydney. Alternatively, 2 more 2hr sessions.

Refining your abilities, knowledge & physical delivery. For example: using body language and vocal expression in your speeches; improving audience engagement; effective delivery of PowerPoint and props; understanding how to apply your strengths; knowing how to communicate to various personality styles etc.

If your objective was to create and improve public speaking, this is the time to deliver the final version of your presentation. Your coach will video the results and provide constructive feedback.

To complete the last part of your program, you will be coached on how to best apply these new skills in your life and at work.

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If you desire to continue training with your coach, extra sessions can be arranged.