



## **Coaching Administrator**

Hello - I am Sarah Tierney, Martin Hoyle's Administrator. We will be in contact quite a few times over the coming months and with this in mind here are my details. My job is to make sure Martin and his coaching delegates meet as often as they need to in order to complete their work together as effectively as possible.

**Whenever you want to arrange a meeting with Martin or discuss anything with me, you can contact me in following ways:**

1. My telephone number is 01628 669090 (from outside the UK +44 1628 669090). You can reach me on this telephone number from 9.30am-4pm Monday to Thursday and 9.30am to 1pm on Fridays.
2. My email address is [admin@pcsmailbox.com](mailto:admin@pcsmailbox.com).
3. If you can't get hold of me you can contact Martin directly by visiting the Coaching Access Point at [www.professionalcoachingservices.info](http://www.professionalcoachingservices.info). This will give you Martin's immediate availability and the best way of contacting him. You can also view his diary and request a specific time slot.

I look forward to speaking to you over the coming months.

Kind regards

*Sarah Tierney*

Sarah Tierney.  
Practice Administrator.  
Professional Coaching Services.