



One-on-one Coaching
Skills Development Workshops
Team Building
Sales and Marketing Consultancy
Staff Profiling and Development Planning

Get ready for coaching

Before we start to work together there are a few things that you should do that will enhance the whole coaching experience. This is particularly important if you are to be able to access all of the coaching services available as part of our contract.

1. Let me have your contact information.

Send an email to me at martin@pcsmailbox.com and let me have some basic contact details including:

- Mobile and landline numbers.
- Email address.
- The address of the office where we will meet most often.
- Your job title and date of birth.
- Who looks after your diary? If it isn't you let me have their full contact details. Tell them who I am and explain why I will be asking for your time.

2. Become familiar with the best way to contact me and my Administrator.

The first place to go to whenever you want to contact me is the **Coaching Access Point** at www.professionalcoachingservices.info. This gives you live access to my diary and offers you the best way to reach me during the next 24 hours. You can also schedule a face-to-face meeting, a LiveWebCoach Video Conference or a telephone conversation for a time of your choosing. Visit the site and become familiar with how it works.

3. Use the Coaching Resources available.

I am often asked for my suggestions for good business books, journals and websites. In addition people request copies of slidesets from workshops and other coaching materials used in our work together. All of these are available for you to view and/or download at the **Coaching Resources Site**. Visit the site at www.coachingresources.info.

4. Get a webcam.

There will be times when we will want to hold impromptu or short-notice face-to-face meetings, which is easily achievable through the **LiveWebCoach service**. All you will need is a Webcam. If you don't have a Webcam, let me know and I will supply one. There is no additional charge for this service, and you can find out more by visiting the site at www.professionalcoachingservices.info and clicking on the 'LiveWebCoach' tab.

Martin Hoyle.
Business Performance and Talent Development Coach.