

# Getting Started

## in Personal and Executive Coaching

How to Create  
a Thriving  
Coaching Practice



Stephen G. Fairley and Chris E. Stout

# Getting Started In Personal And Executive Coaching

**Terri Levine, Larina Kase, Joe Vitale**



## **Getting Started In Personal And Executive Coaching:**

*Getting Started in Personal and Executive Coaching* Stephen G. Fairley, Chris E. Stout, 2010-06-03 Find satisfaction and financial success with a new career in coaching Getting Started in Personal and Executive Coaching offers a go to reference designed to help every mental health professional build manage and sustain a thriving coaching practice Packed with hundreds of proven strategies and techniques this nuts and bolts guide covers all aspects of the coaching business with step by step instructions and real world illustrations that prepare you for every phase of starting your own coaching business This single reliable book offers straightforward advice and tools for running a successful practice including Seven tools for making a great first impression Fifteen strategies for landing ten paying clients Seven secrets of highly successful coaches Ten marketing mistakes to avoid Complete with sample business and marketing plans and worksheets for setting rates and managing revenue Getting Started in Personal and Executive Coaching identifies the fifteen biggest moneymaking markets to target and offers valuable recommendations for financing that get the most impact and mileage from every budget Quick Action Steps for applying ideas and techniques make this book useful right away Get started in coaching today

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disorders and sexual acting out Clinicians with adolescent clients will find this up to date revision an invaluable resource

**Parenting Skills Homework Planner** Sarah Edison Knapp,2010-12-13 Provides customizable practice tested exercises for use in counseling and therapy with parents The Parenting Skills Homework Planner provides you with an array of ready to use between session assignments designed to fit virtually every therapeutic mode This easy to use sourcebook features 60 ready to copy exercises designed to aid parents A quick reference format the interactive assignments are grouped by behavioral problem from divorce and trauma to school pressures and sexual abuse Expert guidance on how and when to make the most efficient use of the exercises Assignments that are cross referenced to The Parenting Skills Treatment Planner so you can quickly identify the right exercise for a given situation or behavioral problem A CD ROM that contains all the exercises in Word format allowing you to customize them to suit you and your clients unique styles and needs The Adolescent Psychotherapy Progress Notes Planner David J. Berghuis,L. Mark Peterson,William P. McInnis,Arthur E. Jongsma, Jr.,2011-02-10 As with the previous edition The Adolescent Psychotherapy Progress Notes Planner Third Edition helps mental health practitioners reduce the amount of time spent on paperwork by providing a full menu of pre written progress notes that can be easily and quickly adapted to fit a particular patient need or treatment situation *The Complete Adult Psychotherapy Treatment Planner* David J. Berghuis,L. Mark Peterson,2012-07-03 The Complete Adult Psychotherapy Treatment Planner Fourth Edition provides all the elements necessary to quickly and easily develop formal treatment plans that satisfy the demands of HMOs managed care companies third party payors and state and federal agencies New edition features Empirically supported evidence based treatment interventions Organized around 43 main presenting problems including anger management chemical dependence depression financial stress low self esteem and Obsessive Compulsive Disorder Over 1 000 prewritten treatment goals objectives and interventions plus space to record your own treatment plan options Easy to use reference format helps locate treatment plan components by behavioral problem Designed to correspond with the The Adult Psychotherapy Progress Notes Planner Third Edition and the Adult Psychotherapy Homework Planner Second Edition Includes a sample treatment plan that conforms to the requirements of most third party payors and accrediting agencies including CARF JCAHO and NCQA **Adult Psychotherapy Homework Planner** David J. Berghuis,2011-03-01 PracticePlanners The Bestselling treatment planning system for mental health professionals Features new and updated assignments and exercises to meet the changing needs of mental health professionals The Adult Psychotherapy Homework Planner Second Edition provides you with an array of ready to use between session assignments designed to fit virtually every therapeutic mode This easy to use sourcebook features 79 ready to copy exercises covering the most common issues encountered by adult clients including such problems as chemical dependence grief financial stress and low self esteem A quick reference format the interactive assignments are grouped by behavioral problems including anxiety sleep disturbance Posttraumatic Stress Disorder Obsessive Compulsive Disorder dissociation and eating disorders Expert

guidance on how and when to make the most efficient use of the exercises Assignments that are cross referenced to The Complete Adult Psychotherapy Treatment Planner Fourth Edition so you can quickly identify the right exercise for a given situation or problem A CD ROM that contains all the exercises in a word processing format allowing you to customize them to suit you and your clients unique styles and needs Additional resources in the PracticePlanners series Treatment Planners cover all the necessary elements for developing formal treatment plans including detailed problem definitions long term goals short term objectives therapeutic interventions and DSM diagnoses Progress Notes Planners contain complete prewritten progress notes for each presenting problem in the companion Treatment Planners For more information on our PracticePlanners products including our full line of Treatment Planners visit us on the Web at [www.wiley.com/practiceplanners](http://www.wiley.com/practiceplanners)

**Coaching Into Greatness** Kim George, 2010-06-03 Internationally acclaimed business coach and consultant Kim George provides an easy to master process for coaches to bring out innate greatness and achieve peak performance George introduces a new kind of intelligence quotient Abundance Intelligence AQ is the key to living into greatness moving from a mentality of scarcity to one of abundance Using her proven four step process you will learn to move your clients past their illusions to embrace the abundance aptitudes of self worth empathy self expression surrender actualization significance and inquiry Personal examples client case studies and profiles of highly successful individuals demonstrate how the process works and how it helps individuals live into greatness

**The Co-Occurring Disorders Treatment Planner** Jack Klott, David J. Berghuis, 2011-03-21 The Bestselling treatment planning system for mental health professionals The Co Occurring Disorders Treatment Planner provides all the elements necessary to quickly and easily develop formal treatment plans that satisfy the demands of HMOs managed care companies third party payors and state and federal review agencies A critical tool for mental health professionals treating patients coping simultaneously with mental illness and serious substance abuse Saves you hours of time consuming paperwork yet offers the freedom to develop customized treatment plans Organized around 25 main presenting problems with a focus on treating adults and adolescents with alcohol drug or nicotine addictions and co occurring disorders including depression PTSD eating disorders and ADHD Over 1 000 well crafted clear statements describe the behavioral manifestations of each relational problem long term goals short term objectives and clinically tested treatment options Easy to use reference format helps locate treatment plan components by behavioral problem or DSM IV TR diagnosis Includes a sample treatment plan that conforms to the requirements of most third party payors and accrediting agencies including HCFA JCAHO and NCQA

**The Addiction Progress Notes Planner** David J. Berghuis, 2005-08-11 The Addiction Progress Notes Planner contains complete prewritten session and patient presentation descriptions for each behavioral problem in The Addiction Treatment Planner Third Edition The prewritten progress notes can be easily and quickly adapted to fit a particular client need or treatment situation Saves you hours of time consuming paperwork yet offers the freedom to develop customized progress notes Organized around 41

main presenting problems that range from opioid dependence to new chapters in this edition covering such co-occurring disorders as chronic pain, dangerousness, lethality, and self-care deficits. Features over 1,000 prewritten progress notes summarizing patient presentation, themes of session, and treatment delivered. Provides an array of treatment approaches that correspond with the behavioral problems and DSM-IV-TR diagnostic categories in *The Addiction Treatment Planner, Third Edition*. Offers sample progress notes that conform to the requirements of most third-party payors and accrediting agencies including the JCAHO and the NCQA.

**The Early Childhood Education Intervention Treatment Planner** David J. Berghuis, Julie A. Winkelstein, 2006-04-20 The Early Childhood Education Intervention Treatment Planner provides all the elements necessary to quickly and easily develop formal education treatment plans that take the educational professional a step further past the writing of goals for Individualized Education Plans (IEPs) as well as mental health treatment plans. The educational treatment plan process assists the professional in identifying interventions and communicating to others the specific method, means, format, and/or creative experience by which the student will be assisted in attaining IEP goals. Critical tool for treating the most common problems encountered in treating children ages 3-6. Saves you hours of time consuming paperwork yet offers the freedom to develop customized educational treatment plans. Organized around 27 main presenting problems including autism, cultural and language issues, depression, eating and elimination concerns, cognitive and neurological impairment, oppositional behavior, school entry readiness, and others. Over 1,000 well-crafted clear statements describe the behavioral manifestations of each relational problem, long-term goals, short-term objectives, and educational interchange. Easy-to-use reference format helps locate educational treatment plan components by disability. Includes a sample treatment plan that conforms to the requirements of most third-party payors and accrediting agencies including HCFA, JCAHO, and NCQA.

**The Successful Coach** Terri Levine, Larina Kase, Joe Vitale, 2010-05-28 The power of positive ACTION. The authors not only share their secrets to building a highly successful practice but also provide readers with practical everyday action steps to fill their practice, generate more referrals, and find more clients fast by taking positive actions. Stephen Fairley, MA, RCC, President, Business Coach Today's Leadership Coaching, Inc., coauthor of *Getting Started in Personal and Executive Coaching*. The Successful Coach is terrific, practical, friendly, and very helpful. Instead of fearfully wondering, "Can I make it as a coach?" aspiring coaches can shift and confidently ask, "What kind of difference do I want to make with people?" and "What wonderful life will I have when I am a wildly successful coach?" Marilee Adams, PhD, author of *Change Your Questions, Change Your Life*. An easy-to-follow blueprint for developing a successful coaching practice. If you are a coach or want to become one, this book will help you resolve self-limiting beliefs and give you the know-how to build a successful practice. Everything you need to know to be a top coach is set forth in this book. The first half helps you overcome obstacles that hold you back so you can soar to the pinnacle of the profession. You will learn valuable concepts and techniques to improve your coaching skills, including conquering excuses that stand in your path, thinking like a top coach, and tapping into

the power of self motivation The second half of the book gives you marketing strategies to gain clients and build your business You will learn how to build a unique niche that fully leverages your own unique competencies and skills Moreover the authors help you identify and conquer fears and insecurities that may be preventing you from implementing the marketing and sales tactics that will make your business take off The authors two highly successful coaches and one bestselling marketing guru draw on their own experiences to help you uncover and exploit the unique blend of skills and knowledge that you possess to be a top coach

The Addiction Treatment Planner Robert R. Perkinson, 2005-11-07 The Addiction Treatment Planner Third Edition provides all the elements necessary to quickly and easily develop formal treatment plans that satisfy the demands of HMOs managed care companies third party payors and state and federal review agencies This Third Edition includes new language for evidence based care that fits mandates set forth by the American Society of Addiction Medicine ASAM which are being adopted by most state accrediting bodies New chapters cover chronic pain dangerousness lethality opioid dependence and self care Saves you hours of time consuming paperwork yet offers the freedom to develop customized treatment plans Organized around 42 main presenting problems including chemical and nonchemical addictions such as substance abuse eating disorders schizoid traits and others Over 1 000 well crafted clear statements describe the behavioral manifestations of each relational problem long term goals short term objectives and clinically tested treatment options Easy to use reference format helps locate treatment plan components by behavioral problem or DSM IV TR diagnosis Includes a sample treatment plan that conforms to the requirements of most third party payors and accrediting agencies including HCFA JCAHO and NCQA

Getting Started in Forensic Psychology Practice Eric G. Mart, 2006-11-03 All the tips and tools you need to start grow and sustain a successful forensic psychology practice Getting Started in Forensic Psychology Practice is the first book of its kind aimed at those mental health professionals and recent graduates interested in entering the growing and lucrative field of forensic psychology User friendly and full of helpful tips this handy guide provides you with tools and techniques for starting a thriving forensic psychology practice or incorporating a forensic specialty into your current practice This comprehensive resource includes information on The difference between clinical and forensic practice Advantages and disadvantages of forensic practice Preparing for forensic psychological practice Planning a forensic psychology business How to market your practice What lawyers look for in forensic psychologists as expert witnesses Ethics professional competence and risk management issues Performing evaluations Testifying in court and depositions In addition Getting Started in Forensic Psychology Practice also features several helpful appendices that include sample evaluations and reports as well as detailed discussions of child custody evaluation and assessment Covering everything from advice on how to dress for court to major concerns such as the problems of insanity defenses Getting Started in Forensic Psychology Practice puts the best solutions and information at your fingertips Whether you're a recent graduate or a seasoned practitioner this invaluable resource will help you minimize the

uncertainty of establishing your forensic practice while maximizing the rewards      *Christian Coaching, Second Edition* Gary Collins, 2014-02-27 Do you long to make a difference in the lives of others Every day companies churches families and individuals turn to coaches for help in navigating life's transitions A widely used and respected resource for leaders pastors and counselors Christian Coaching will equip you with the tools to help people overcome obstacles and turn their potential into reality Now updated and expanded this groundbreaking guide presents a unique biblically based coaching model designed to help you Develop and refine your active listening skills Connect with people on a meaningful level Clarify a vision and defining steps to put it into practice Guide someone through obstacles and life transitions Coach people in a variety of career marriage family and church situations Empower people to establish healthy boundaries with friends family and work And much more Now with interactive forms and questionnaires for you and your clients this comprehensive guide may be the most helpful and entertaining book on coaching you'll read Dr Gary Collins takes all the vital elements of coaching and brings them together into one valuable resource This book is essential for anyone not just Christians who wants to make a difference in the lives of others Ken Blanchard coauthor of *The One Minute Manager* and *Lead Like Jesus*      **Cool Careers For Dummies** Marty Nemko, 2011-02-25 Every year thousands of people change careers Whether you are a recently graduated student looking to put what you studied to good use or an experienced professional looking for a change in routine finding a career that really suits you can be a daunting task Cool Careers for Dummies helps you discover what you really want out of life what your passions are and how well you perform in different environments and then shows you how to use this information to find a career that suits you Now revised and up to date this easy to use guidebook helps you explore your job options and make clear minded decisions This new edition gives you the tools you need to Search for and find a career that fits your talents Land the job you want Train for your new found career Mold your resume into a masterpiece Put on a stunning interview Improve your career by making the most out of your job Explore the fun and profit of self employment Along with these features Cool Careers for Dummies provides a self assessment section to help you identify your interests After answering a few questions about yourself you'll apply your answers to the Cool Careers Yellow Pages which profiles more than 500 great careers It also lets you in on some unwritten codes of the office such as having integrity defusing saboteurs and maintaining office relationships So what are you waiting for Get Cool Careers for Dummies and find the job of your dreams today      **Best Home Businesses for People 50+** Paul Edwards, Sarah Edwards, 2004-10-07 For the fastest growing segment of our population here is a comprehensive guide to starting and running a home based business in midlife and retirement A baby boomer turns fifty every seven seconds creating what will soon be the largest and most influential senior generation in history These dynamic seniors have both a desire and a need to continue their working lives past the age when their parents retired Boomers have been the primary buyers of more than one million self employment guides by Paul and Sarah Edwards and they now have the perfect handbook to take them into the second half of life The Best Home



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**Get Clients Now! (TM)** C. Hayden, 2013-05-28 Learn the secrets professionals use to dramatically increase their client base by learning how to replace scattershot marketing and networking efforts with proven targeted tactics Knowing where to spend your marketing dollars was a lot easier in the days when the choices were commercials magazines and billboards Now life in twenty first century America has become one gigantic 24 7 commercial with no limit of ways to get your brand in front of your customers Has marketing become just a game of throwing darts in the dark or is it still possible to effectively target your audience Using a simple cookbook model the book helps you identify the ingredients missing from their current marketing activities select the right strategies and tools from a menu of options and create a completely customized action plan that can be fully implemented in only 28 days In Get Clients Now you will learn How to choose the best marketing tactics for their situation and personality Hands on approaches for replacing unproductive cold calling with the power of relationship marketing Proven and effective online networking and prospecting social media and internet marketing strategies Advice on integrating online and offline tactics Tips for dealing with fear resistance and procrastination Now in its third edition Get Clients Now has been updated with worksheets exercises all new examples and tried and true marketing practices for reaching new clients Stop throwing a hundred fishing poles out into the vast ocean Instead learn where to most effectively take the net and scoop up your customers

*Middle-Class Lifeboat* Paul Edwards, Sarah Edwards, 2008-01-01 A comprehensive guide to safeguard your livelihood income and standard of living through the ups and downs of any economy Most Americans no matter what their economic circumstances identify themselves as middle class A recent Gallup poll showed that 63% consider themselves upper middle or middle class And they are feeling burned out and squeezed under pressure to bring home more and more money just to maintain their standard of living Middle Class Lifeboat is an answer to that pressure a comprehensive guide to living a more stress free lifestyle Part I Safeguarding Your Livelihood profiles the 53 best jobs to have to be self sufficient whether the economy is up or down Part II Safeguarding Your Income 6 ways to extend your earnings that don't always involve money Part III Safeguarding Your Standard of Living 10 off the grid lifestyle choices to increase your quality of life

## **Getting Started In Personal And Executive Coaching** Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the ability of words has become more evident than ever. They have the capability to inspire, provoke, and ignite change. Such may be the essence of the book **Getting Started In Personal And Executive Coaching**, a literary masterpiece that delves deep into the significance of words and their effect on our lives. Compiled by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book's key themes, examine its writing style, and analyze its overall affect readers.

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