Voce Leadership

Introduction to Coaching

An investment in coaching is a meaningful commitment to your self-development. To be successful, a coaching relationship will require a commitment of time, energy and focus to deliver the results you want to see for yourself. Below are some of the more frequent questions clients have when exploring the selection of a coach.

How long does a coaching contract run for? How often do we meet? How long do sessions last?

Voce Leadership contracts are typically for a minimum 6-month period, with sessions held every 1-2 weeks. This frequency allows for the continuity and focus required to get momentum behind your work. Each session is 50 minutes long.

How do I book? What happens if I have to cancel?

Once we confirm our coaching relationship, you will receive a Calendly link to book sessions. If you don't find a time that works or if you have an urgent need for a session, please email me and we can work to find a time. We request 48 hours notice to cancel a session and commit to the same if we ever need to reschedule. We understand that schedules can be volatile and are flexible.

Are sessions held in person, by phone, or by video?

Regular sessions are held virtually. As the client, you can choose whether you prefer to use video, or audio only. Your preference may vary from session to session based on your environment, connection, or the topic itself. Standard sessions will be offered through Zoom and phone calls are also an option. In-person sessions may become an option as COVID restrictions ease.

What type of location or environment should I use for my calls?

We recommend that you find a quiet, private, and comfortable location for your calls. At times, your coach may have you physically move as part of a session, so ideally allow yourself room to stand or stretch. Turn off devices and create a focused, distraction-free space for each of your sessions.

How does a typical coaching session go?

In your regular ongoing sessions, you, as the client, will be responsible for identifying your topic. We request an email 24-48 hours in advance where you share the topic. You don't need to explain it, just simply name it. In our session, the coach will use a variety of tools and approaches to explore the topic with you, helping to understand why it's important, what your current perspective is, and what change you'd like to create around it. In some sessions, we may find that the original topic isn't the true topic, and we may refocus in that case. At times, there may be specific homework for you to follow up on between sessions, or you may be left with an "inquiry," which is a question or thought meant for consideration over a longer period of time.

What assessment tools do you use?

Although there is no definitive assessment tool used as part of the Voce coaching program, we do utilize the **Sparketype** assessment tool as appropriate with clients. You can visit www.sparketype.com to take a free assessment and learn more about this tool. If you've completed professional assessments through work or an external provider, please bring those results to your introductory session. We will not conduct formal work around those results, but your coach can explore themes and emotions that arise from the findings you've already received. If your company is sponsoring your coaching, we will also explore how to integrate 360 interviews, performance reviews and other contextual background you can provide.

What kinds of topics are "allowed"? What kinds of results or outcomes can I expect?

Anything that is important to you in the moment is a valuable and worthy topic. Discussions are not limited to career or business, and in fact, this would diminish the full impact that our work can have. All aspects of a client's life, from family and friends to career and health can all be appropriate topics. You are a whole, complete, and complex person, and that depth and interconnectedness is integral to personal growth. In our introductory session, we will discuss the broader goals you're focused on, and will periodically reflect on our progress towards those goals. Your individual topics may or may not directly tie back to that larger objective, though experience shows they will generally connect over time. In terms of goals, anything in your life that you'd like to see a powerful transformation around makes for a great objective!

Is this performance coaching? Do you offer business or strategy advice?

Our style of coaching is not focused specifically on performance improvement, although you will likely see a positive shift in your confidence and a clarity in your actions as our work unfolds. As for business advice, while this is not the essence of what our coaching is built on, we can always jointly agree to shift from a coaching dynamic to focused discussion that leverages my business experience should a specific topic warrant this approach.

Is what we discuss confidential?

Absolutely! This is a cornerstone of our relationship to build trust and give you the comfort to bring all of yourself to our work. Coaches are bound by ICF (International Coaching Federation) ethics and guidelines. We will not disclose our working relationship to anyone, although you are free to do so if you wish. In order to maintain confidentiality, our sessions are not recorded. Email communication is not truly secure, so we ask that you use discretion in what you choose to share between sessions by email. If you have an assistant who has access to your email, you may choose to use a personal email account for our correspondence.

In the event that your company sponsors your coaching, we will jointly align with your executive sponsor on objectives for our work. You will be responsible for providing updates to your employer; any topics discussed are confidential, and the coach will not disclose anything unless specifically agreed upon with you in advance.

What training have you completed?

I am an **Associate Certified Coach (ACC**) as recognized by the International Coaching Federation (ICF). I am also a **Certified Professional Co-Active Coach (CPCC)**. I have completed 5 in-class modules with CTI in the Co-Active Coaching model. (coactive.com) CTI is a globally recognized leader in coaching development and certification. In addition to these 5 modules, I also completed the CTI Certification program, which includes completing over 100 hours of coaching, supervised coaching sessions, and weekly coaching discussions. Finally, I am in the process of becoming a **Certified Sparketype Advisor (CSA).**

What are your rates & fee structure? How is invoicing & payment handled?

Rates and fees vary based on the details of our engagement, such as whether 360 interviews or a corporate sponsor are involved. This will be discussed during our initial fit call. Invoicing can be directed personally or through a company. Payment can be made by cheque, e-transfer or PayPal. If you require another payment method, please advise of your preference and we will do our best to accommodate. Packages are invoiced upfront, and payment terms can be discussed as necessary.

I'm excited and ready to get started. What do I do next?

If you'd like to move forward, please complete the "Voce Leadership Client Questionnaire" and email back to **michael.rossi@voceleadership.com**. We will assess for compatibility, and provided we have capacity to take on new clients, you will then schedule a 30-minute introductory call, free of charge. This call allows you to meet your coach, broadly discuss your goals, and answer any questions you have about the structure. If both coach and client are comfortable moving forward, you will then schedule your introductory call, and your coach will provide instructions to prepare you for that first session.

Have other questions? Feel free to email them to Michael.rossi@voceleadership.com and we will respond as soon as possible. Thank you for your interest in Voce Leadership.