

What Matters Most



Building a Fulfilling Life
on the Foundation of
Your Values

**One-on-One
Coaching Program
Preview**



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One-on-One Coaching Program Preview

Congratulations on purchasing your very own Ready2Go One-On-One Coaching Program!

You now have at your disposal another product in the extensive suite of completely developed Ready2Go products that you brand as your own and easily implement to grow your business. While we certainly hope that you use this product in conjunction with the full suite of information products and training courses, this product alone is a great tool for creating a very profitable, and extremely rewarding coaching business.

The full suite of Ready2Go products includes **professionally written, scripted and designed**:

- One-on-one coaching programs
- Pre-written tweets
- Special reports
- Audio training programs
- Success tips
- Speeches
- Teleseminars and webinars
- Workshops
- Self-study online courses

When it comes to offering top quality coaching and training to your clients, the Ready2Go One-on-One Coaching Programs allow you to confidently guide and inspire your clients to achieve their desired results.

With your Ready2Go One-on-One Coaching Program, you get a professionally crafted product developed by certified professional coaches and training developers.

Each package comes with 4 experiential, engaging, transformational 45-60 minute sessions that are easily customizable, so you can design and deliver these coaching sessions with your own flavor and personality. Every package includes:

- Outline, agenda, script, activities and homework for 4 coaching sessions.
- Six promotional emails to invite your potential clients to sign up for complimentary session.
- How to Conduct a Client Getting Complimentary Session outline and script.
- Numerous other valuable coaching resources to ensure your success.

These completely developed, fully customizable coaching packages are ready to deliver. They are relevant to most target markets, saving you tons of time and effort. There are numerous Ready2Go topics and many more to come allowing you to offer them stand alone, or bundle multiple topics and create a 3, 6, 9 or 12 month coaching program.

If you are a new or veteran coach, then you have come to the right place, as it doesn't get much easier than with the Ready2Go One-on-One Coaching Programs as you can add them to your existing programs, customize them and make them your primary coaching program, or use them as supplemental products in your business.

These carefully thought out and lovingly created coaching programs will inspire, educate, motivate and transform your clients' lives, and will be a pleasure for you to deliver.

Enjoy!

A handwritten signature in black ink, appearing to read "Kim", with a stylized flourish at the end.

Kim Clausen, President
Ready2Go Marketing Solutions, Inc.

What You Get With Your Ready2Go One-On-One Coaching Program

With the **Ready2Go One-On-One Coaching Program**, you get:

Four experiential, engaging, transformational 45-60 minute coaching sessions that are easily customizable, so you can design and deliver these sessions with your own flavor and personality. Each session includes:

- Agenda, coaching program flow, all necessary content, instructions, and scripting
- Client exercises
- Activity sheets for the client
- Client pre-work, and
- Homework.

Marketing Guide with recommendations on how to enroll one-on-one clients with:

- Six complimentary consultation getting emails
- Guidelines for conducting a complimentary strategy session, and
- Tips for overcoming objections, and enrolling new clients.

Coaching Guide with instructions for guiding the client through a rewarding and transformational coaching experience which includes:

- Understanding Your One-on-One Coaching Program
- Best Practice for Effective Coaching
- The Coaching Process
- Coaching Program Framework
- Thoughts on Sessions 1 through 4
- Beyond Session 4, and
- Creating Umbrella Themes

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About Ready2Go Marketing Solutions, Inc.®

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Ready2Go Marketing Solutions, Inc. – Instant Information Products to Market Your Business

Ready2Go Marketing Solutions, Inc. provides small business owners with turn-key marketing products, so that they can spend less time marketing and more time growing their business.

Ready2Go Marketing Solutions, Inc. offers a suite of plug-n-play marketing solutions such as fully-developed workshops, teleseminars, speeches, audio training programs, special reports and more. These tools are ready-made for coaches, consultants, trainers and speakers to customize and brand as their own, saving tons of time and effort.

By creating these completely developed products, we've eliminated the difficult and time-consuming task of content creation, so small businesses don't have to worry about marketing and selling. Instead, they can now put their marketing on auto-pilot and focus on doing the work they truly enjoy.

Our products include everything small businesses need to deliver value added products to their clients and prospects. It's marketing made easy!

We Have Common Bonds

Like you, we are business owners and coaches who struggled with the lack of marketing materials to grow our own businesses. We were frustrated by the choices, the availability and the accessibility of quality marketing plans and materials that actually work.

So we did something about it. We went out and crafted marketing strategies that are highly effective, boldly innovative and dazzlingly creative.

We have professional marketers, training developers, copywriters, and speech writers who are poised to provide you with the highest quality products and services to grow your business with more than 50 years of training development, speaking and business development experience.

Our products are professional grade, developed by experts in the industry and are easy to follow and implement, GUARANTEED.

Plus, if you need that additional support to help you launch your Ready2Go marketing solution, we have trained coaches on staff to assist you.

For further assistance, contact us at support@ready2gomarketingsolutions.com or give us a call anytime.

Ready2Go Marketing Solutions' Product Offerings

Be sure to check out the full range of products available to you from Ready2Go Marketing Solutions, Inc. to help you to successfully grow your list, nurture relationships by providing great value, market your teleseminar and get new clients.

With these products you receive quality content created by professional copywriters, speech writers and training developers, plus all the instructions and tips that you need to be successful in your implementation. The Ready2Go products are created on topics that are highly relevant to most target markets, and have valuable content that your prospects will find very educational and informative. Plus they are easy to customize and brand as your own.

- The full suite of Ready2Go products to coordinate with your one-on-one coaching program includes: **Pre-written Tweets** to gain awareness and promote your special offers and events
- **Special Reports** to use to grow your list or send to your list as a gift
- **Professionally scripted Audio Training Programs** that you record in your own voice
- **Success Tips** which are 200-350 word "mini articles" to send to your list or use as blog posts
- **Professionally crafted Speeches** for your in-person presentations
- **Professionally designed Workshops** to reach more people, generate income and convert more clients
- **Teleseminars & Webinars** professionally created to be customized to your audience and delivered as individual training programs or bundled into multi week training programs.
- **Self-Study Online Courses using the same content as the teleseminar and** re-formatted to be delivered as a self-guided program.
- **One-on-One Coaching Programs** that are experiential, engaging, transformational 45-60 minute coaching sessions that are easily customizable, so you can design and deliver these sessions with your own flavor and personality.

To learn more about the Ready2Go products, go to www.Ready2GoMarketingSolutions.com.

Understanding Your One-on-One Coaching Program

Understanding Your Ready2Go One-on-One Coaching Program

Today, coaching is needed more than ever and has become a critical tool for personal growth and change.

What follows in this document is a series of tools formatted into 4 professionally developed, highly-interactive and experiential coaching sessions for you to use as a single topic coaching segment, or to be bundled for a multi-part coaching program around a particular goal or theme.

Each coaching session comes complete with an array of questions, learnings, activities, and homework to be used to help clarify the client's vision, beliefs, values, and goals.

Since coaching sessions can take a client into uncharted territory for personal and professional development, this document provides a framework for that exploration. It is not meant to be a rigid script for the coach to follow, or an agenda that must be strictly adhered to. Instead, it is meant as a guide for the coach to use - a map, if you will - of this topic's vast terrain, allowing for flexibility at the coach's discretion.

Therefore, you will not need to memorize or know this guide word-for-word. Do, however, take the time and read through everything provided. Be familiar with the overall goal of the program, as well as the goals for each session. Review the content in advance so you can be comfortable guiding your client through each session. And remember, while the Ready2Go One-on-One Coaching Programs provide some structure and guidance, they also allow space and flexibility for the uniqueness that each client brings.

The experienced coach can integrate the tools in these coaching sessions with other tools, resources and activities that have worked for them in the past to extend their coach / client relationships. The new coach, on the other hand, can use these tools to create an effective process for coaching around this topic and for attracting new clients.

The Coaching Process

There are many coaching models in use today with each approach using different tactics to produce results. The coaching model included in this document is purposefully simple so that it can be easily incorporated with other coaching philosophies and techniques if desired. It has been provided as a foundational structure that can be used in any coaching session no matter where the session goes.

In addition, the format allows for multiple topics to be bundled together to create a customized, transformational coaching experience for the client.

Coaching Sessions

We have broken this topic down into four manageable sessions that can be explored one at a time delivering effective results, without the entire topic becoming too in-depth, time-consuming or unruly.

Coaching Questions

Within each session, the coach will find numerous coaching questions geared towards further exploration of the topic.

Coaching Activities & Homework

Ideas for topic-related exercises are abundant, but the most effective ones let your clients take a deeper look at what matters most to them around a particular topic. This document includes several activities and homework exercises that can be conducted during the coaching session or assigned as homework between calls.

Core Content

Small moments of instruction, lasting no more than a few minutes, may be necessary in providing new information to the client around the session topic.

Additional Coaching Resources

While thought-provoking questions and exercises are a great tool, sometimes the client can benefit from additional resources to expand their knowledge on the topic, and deepen their coaching experience.

Four Session Format

Four sessions have been planned for each coaching topic. Coaching involves using an active goal setting process which involves 1) getting clear around a client's current situation, 2) identifying the path to move forward, 3) setting the right goals, and 4) assigning accountability around action steps to reach those goals. Without these key steps, most goals are never reached, and life changes are not realized.

These four sessions allow for a thorough exploration of the topic in order for the client to establish a way forward and ultimately meet with success. Here is a brief overview of the overarching theme associated with each session:



Session 1 – Insights. Determine the client's current perspectives and reality. Ultimately, nothing will happen until a client gains clarity around the topic and their current relation to it. From this uncovering, themes will emerge that can be used for a client to plan a way to move forward.

Session 2 – Options. Explore choices. Often clients don't see that they have choices; instead they feel like they don't have a choice. Choices define a person's life, and it's important for the client to break through their sense of stuckness or limiting beliefs to see the opportunities that are truly available.

Session 3 – Vision. The way we look at things makes a difference. In having the client create a vision and set goals, the coach is helping them to take a stand. This is who the client is when they are most alive, pursuing an end they are passionate about achieving. When a client keeps a goal to themselves, there's no accountability for action. But once they state their desires to others, there's a much greater chance of success.

Session 4 – Action. Establish a way forward for the client. Create a plan that can happen immediately. Too often we become satisfied with the "Aha!" in coaching, and ignore the "Aha! When?" Action creates momentum, and shows genuine commitment. It also allows for follow up. Action gets learning into a person's bones. It locks in new knowledge, making it more permanent. Without a commitment and follow-up, it's easy to feel good about the session and still have nothing happen. Have the client commit to an action that can happen right away.

Each Session Contains: Session Overview

Welcome & Check-in

Prepare the client to learn and grow. This segment arouses the client's interest in the topic, generates positive feelings about the learning to be experienced, and gets the client primed to engage in the coaching process.

With Sessions 2 through 4, check-in will look different than the first session.

Use this time to review, where applicable, homework, celebrate client progress, identify challenges the client is facing, and look at actions that have been accomplished or not accomplished between sessions. Use the spaces below to record the client's responses.

Learning/Coaching Segment

Powerful Questions

Powerful questions have clients reflect upon and possibly reconsider the way they define a problem or perceive an issue. They are meant to provoke the client into thinking and feeling in new or deeper ways about the topic at hand. Powerful questions are open-ended, and are not "why" questions, but rather "what" or "how" questions.

When asking powerful questions, don't rush them. Give the client time to ponder what you asked and to formulate a response, as often these questions require deeper reflection. Be okay with silence while waiting for a response.

Activity with worksheets

Activities are tools. Depending upon how they are used, activities can punctuate or clarify information, reinforce a new skill, validate content, add a dose of fun to a concept being explored, or contribute a deeper understanding around a concept, which in turn promotes personal growth.

Core Content

Small moments of instruction, lasting no more than a few minutes, may be necessary in providing new information to the client around the session topic.

Additional Coaching Resources

While thought-provoking questions and exercises are a great tool, sometimes the client can benefit from additional resources to expand their knowledge on the topic, and deepen their coaching experience

i (Optional) Additional Coaching Resources - "What I Value Most"

There are three things I would like to know about you. The exercises that I have created are designed to help you explore these things. The results of these exercises can be used to create a coaching plan that is tailored to your needs. The coaching plan can be used to create a coaching agreement and to create a coaching agreement that is tailored to your needs. The coaching plan can be used to create a coaching agreement and to create a coaching agreement that is tailored to your needs.

Applicable Questions

- How do you feel about your life? (What are you happy about? What are you not happy about?)
- What are your values? (What are you most proud of? What are you most proud of?)
- What are your goals? (What do you want to achieve? What do you want to achieve?)
- How do you feel about your life? (What are you happy about? What are you not happy about?)

Key Points to Make

- There is no one right or wrong answer to these questions. The answers are yours and they are unique to you.
- The answers to these questions can be used to create a coaching plan that is tailored to your needs.
- The answers to these questions can be used to create a coaching agreement that is tailored to your needs.

Recap, Commitment, Homework & Close

Ease the client out of the session by summarizing the discoveries made, and confirming the client's commitment to take their new knowledge and put it into practice in their lives.

SESSION 2 Recap - Commitment Homework - Close

Recap and Commitment - Time: 5 minutes

How do you feel about the session? (What are you happy about? What are you not happy about?)

Recap: (What are you happy about? What are you not happy about?)

Commitment: (What are you committed to? What are you committed to?)

Homework: (What are you going to do? What are you going to do?)

Close: (What are you happy about? What are you not happy about?)

Homework and Pre-work

At the end of the session assign homework, and pre-work for the next session. Take care of any logistics and bring the session to a close.

Assign Homework and Next Session Pre-work - Time: 3 minutes

Take care of any logistics and bring the session to a close.

Homework Assignment:

"When I Was Happiest" (Time: 10-15 minutes)

How do you feel about your life? (What are you happy about? What are you not happy about?)

Pre-work: (What are you going to do? What are you going to do?)

What Matters Most One-On-One Coaching Program Preview

What are Core Values?

Core values are the fundamental beliefs we hold in life that drive the choices we make and the actions we take. Often times they are at the back of our mind, and our choices and actions feel like they come more from our instinct, gut, or feelings. Have you ever said, something like “That’s just the way I am”, or “It’s part of my DNA”, or “It’s ingrained in me” about a perspective, opinion, choice or action? If you have, these are your values. Core values help form the general expression of what we believe is important, and how we show up in life.

Core values have a major influence on our behavior and attitude, and serve as broad guidelines in all the situations and decisions we encounter in our lives. Since core values also determine our life priorities, they can be the measure we use to tell whether our life is heading in the direction we want it to. When the things that you do and the way you behave match your values, life feels fulfilling. But when these things don’t match, you may feel out of sync, unhappy and discontent. This is why it’s so important to make a conscious effort to identify your values, so you can consciously implement them into your daily life.

Of course, there are a multitude of possible core values you could have, but some of them are so primary, so important, that they will be constant in your life. They become convictions so strongly held that they guide and direct your behavior and support you in your purpose and vision. Simply put, core values define who you are.

In this one-on-one coaching program, your client will build their self-awareness around what core values are, and come to understand more fully which core values are significant to them. Armed with this knowledge, your client can then make easier, more intelligent decisions about their life, and can periodically check to make sure their life is heading in a desirable direction.

Core Values Coaching Schedule

The following is meant to be a guide and not necessarily a hard and fast schedule to keep.

Week Session	Topic Outline
<p>1</p>	<p><i>Insights: What Do You Valued Most in Your Life?</i></p> <p>Welcome – Check-in - Overview</p> <ul style="list-style-type: none"> ▪ Establish connection and settle into the session ▪ Conduct orientation <p>Explore – Learn - Act</p> <ul style="list-style-type: none"> ▪ Activity: “What Do I Value Most?” – Through a fun exercise, client identifies and gains clarity around what they value most in their life. <p>Recap – Commitment – Homework - Close</p> <ul style="list-style-type: none"> ▪ Assign homework: “When I was Happiest” ▪ Assign next session’s pre-work: “Determining Your Core Values”
<p>2</p>	<p><i>Vision: Determining Your Core Values</i></p> <p>Welcome – Check-in - Overview</p> <ul style="list-style-type: none"> ▪ Establish connection and settle into the session ▪ Check-in on progress, challenges, and actions <p>Explore – Learn - Act</p> <ul style="list-style-type: none"> ▪ Review pre-work: “When I Was Happiest” ▪ Debrief: Client debriefs the results of the activity on “Determining Your Core Values” by answering questions to increase their understanding <p>Recap – Commitment – Homework - Close</p> <ul style="list-style-type: none"> ▪ Assign homework: “Reflecting on My Core Values” ▪ Assign next session’s Pre-Work: “Standing Up for Myself”
<p>3</p>	<p><i>Options: Creating Your Personal Value System</i></p> <p>Welcome – Check-in - Overview</p> <ul style="list-style-type: none"> ▪ Establish connection and settle into the session ▪ Check-in on progress, challenges, and actions <p>Explore – Learn - Act</p> <ul style="list-style-type: none"> ▪ Review pre-work: “Standing Up for Myself” ▪ Activity: Client develops a ‘personal value system’ based on the core values they identified in the previous session ▪ Debrief: Client debriefs the results of the activity by answering questions to increase their understanding <p>Recap – Commitment – Homework - Close</p> <ul style="list-style-type: none"> ▪ Assign homework: “Embracing My Personal Value System” ▪ Assign next session’s pre-work: “Core Values Roadmap”

Action: Working With Your Core Values

4

Welcome - Check-in - Overview

- Establish connection and settle into the session
- Check-in on progress, challenges, and actions

Explore - Learn - Act

- Activity: Client explores how to work with their core values and their 'personal values system' to shape a desired future life

Recap - Commitment - Homework - Close

- Assign homework: "Filling in the Gaps"
- Conclude the coaching.

SESSION #1 OBJECTIVE:

Help uncover the client's perspective on what it is they value most in their life. What they value most is foundational to recognizing the core values of who they are.

SESSION TIME:

45 – 60 minutes

MATERIALS NEEDED:

Pen & paper

Pre-work for this session: Top 11 Value Cards (Send to client prior to session.)

SESSION #1 SCHEDULE:

Welcome – Check-in - Overview– 12-17 minutes

Because this is the first session of the program, you will want to establish rapport with the client and include an overview of the upcoming sessions. Therefore, this portion of the session will take more time than will be required in subsequent sessions.

Explore – Learn – Act – 25-35 minutes

The client will gain clarity around what it is they value most in his or her life. What a person says they value – what they say is most important in their life – is a strong indicator of the core values operating within them. Even though core values can't be seen, they expose themselves in the way a person conducts him or herself and the decisions they make.

Recap – Commitment – Homework – Close – 8 minutes

Recap & Commitment – 5 minutes

Have the client articulate what they are feeling, what has been learned during the coaching session, and identify what they will commit to doing as a result of what has been explored and learned during the coaching session.

SESSION #2 OBJECTIVE:

Assist the client in determining their core values so that they can have a compass to align their goals and actions to their true authentic self.

SESSION TIME:

45 – 60 minutes

MATERIALS NEEDED:

Pen or pencil

Pre-Work from the last session: “When I was Happiest”

Pre-Work for this session: “Determining Your Core Values” Worksheet (Send to client prior to session.)

SESSION #2 SCHEDULE:

Welcome – Check-in - Overview – 12-17 minutes

Arouse the client’s interest in the topic and create positive feelings about the upcoming coaching session. Review tasks assigned between coaching sessions and place the client in an optimal state for learning and growth to take place.

Explore – Learn - Act – 25-35 minutes

Each of us has our own set of core values that is unique to us. These core values determine what is really important to us. It is important for the client to identify his or her core values in order to live a more fulfilled life. And likewise, when they are in alignment with their values, life feels good. Core values are the compass for a person’s life to help them stay on track.

Recap – Commitment – Homework - Close – 8 minutes

Recap – Commitment – 5 minutes

Have the client articulate what they are feeling, what has been learned during the coaching session, and identify what they will commit to doing as a result of what has been explored and learned during the coaching session.

Assign Homework & Next Session Pre-Work – 3 minutes

At the end of the session assign homework and pre-work for the next session. Take care of any logistics and bring the session to a close.

SESSION #3 OBJECTIVE:

Help the client formulate a 'personal value system' that they can use to connect better to their true selves.

SESSION TIME:

45 – 60 minutes

MATERIALS NEEDED:

Pen & paper

Activity for this session: "Getting Dressed Up" worksheet (Send to client prior to session.)

SESSION #3 SCHEDULE:

Welcome – Check-in - Overview – 12-17 minutes

Arouse the client's interest in the topic and create positive feelings about the upcoming coaching session. Review tasks assigned between coaching sessions and place the client in an optimal state for learning and growth to take place.

Explore – Learn - Act – 25-35 minutes

Assist the client in creating a 'personal value system' and discovering how having a 'personal values system' can help govern their behavior and enhance their personal expression. They also recognize the benefit of having a 'personal value system' based on their core values rather than having their values in a list.

Recap – Commitment – Homework - Close – 8 minutes

Wrap it Up – 5 minutes

Have the client articulate what they are feeling, what has been learned during the coaching session, and identify what they will commit to doing as a result of what has been explored and learned during the coaching session.

Assign Homework & Next Session Pre-Work – 3 minutes

At the end of the session assign homework and pre-work for the next session. Take care of any logistics and bring the session to a close.

SESSION #4 OBJECTIVE:

Assist the client in realizing that just identifying their core values and their 'personal value system' isn't enough, but must be put into action and worked with regularly in order to make a significant difference in their lives.

SESSION TIME:

45 – 60 minutes

MATERIALS NEEDED:

Pen & paper

Pre-Work for this session: "Core Values Roadmap" Worksheet (Send to client prior to session.)

SESSION #4 SCHEDULE:

Welcome – Check-in - Overview – 12-17 minutes

Arouse the client's interest in the topic and create positive feelings about the upcoming coaching session. Review tasks assigned between coaching sessions and place the client in an optimal state for learning and growth to take place.

Explore – Learn - Act – 25-35 minutes

The client takes their core values and their 'personal values system,' and, using them as guiding principles, define what they want their lives to look like in the future.

Recap – Commitment – Homework - Close – 8 minutes

Wrap it Up – 5 minutes

Have the client articulate what they are feeling, what has been learned during the coaching session, and identify what they will commit to doing as a result of what has been explored and learned during the coaching session.

Assign Homework & Discuss Next Steps – 3 minutes

At the end of the session assign homework and discuss next steps. This could include the continuation to the next section of your coaching program, investment in a new product or program, or completion of your work with the client. Take care of any logistics and bring the session to a close.