



CLIENT PROFILE

CLIENT INFORMATION

Name: _____ Phone: _____

Title/Position: _____ Employer: _____

Email Address: _____ Other: _____

AREAS OF FOCUS

One-on-one coaching sessions are confidential and personalized. All packages include an initial 30 minute "get-to-know-you" session. Please identify your area of focus

1. Assertiveness and/or self-confidence
2. Persuasion and influencing techniques
3. Steps to be a better business partner
4. Assess your career
5. Improve interpersonal skills
6. Explore leadership techniques
7. Master diplomacy and discretion
8. Increase trustworthiness and credibility
9. Handle crisis with composure and a calm demeanor
10. Strategies for a changing environment
11. Tools for performance review preparation
12. Goal setting
13. Identify critical and difficult conversations and techniques for successful outcomes
14. Ideas and solutions for managing projects
15. Team collaboration with co-workers and/or your administrative team
16. Networking solutions and creating an enriching circle of trusted relationships
17. Manage conflict in the workplace
18. Overcome procrastination
19. Increase productivity and time management techniques
20. Methods for problem solving and thinking on your feet
21. Tips to effectively negotiate successful outcomes
22. Build a professional image and presence
23. Tips and techniques to develop positive rapport with others
24. Develop and strengthen credibility and reputation
25. Solutions to understand and work with different generations
26. Improve meeting management and organization skills



Other Area or Comments:

What are your current challenges and/or weaknesses?

What are your strengths?

Other Comments?

If you would like to focus on updating our resume or fine-tuning your interview skills, please also include your most up-to-date resume and cover letter.

Thank you,

Linda McFarland, Founder

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Email: linda@ascend2success.com

***Services will be provided virtually by phone or Skype. A face-to-face meeting can be arranged for clients living in the Silicon Valley area and will be determined on a case-by-case basis.*