

HR Panel suggested the opportunity of coaching be offered to the Clerk.

A proposal was provided:

Thank you for the opportunity to tender for the coaching programme for a member of your team.

Please find attached my proposal with fees and my bio with information about the services I offer and some testimonials. I will highlight that I have yet to receive the certificate for the neurodiversity course but have added it to my bio so that you are aware I have completed it.

You will see that I have included 6 coaching sessions in the proposal, with the first session being 90 minutes. It works well to have a longer session for the first session to agree objectives for the programme and start work together. An additional option is to complete a DISC assessment; people I have used DISC with have found it very insightful in understanding themselves, their behaviours and their relationships with others. This can be included and I would suggest is completed near the beginning of the coaching programme.

Should you wish to go ahead with the proposal, the first step is for me to have a discovery call with your team member which will last 30 minutes, where we get to know each other a bit and see if we are a good fit to work together. If that meeting goes well and we are both happy to continue, there will then be some paperwork to complete including a coaching agreement and some onboarding questions. The coaching relationship is key to a successful programme and these first steps are an important part of a successful coaching programme.

Note – £950 of 2025/26 training budget remains.



– Trainer, Coach and Facilitator

Services I offer:

- ❖ **Coaching and mentoring**
- ❖ **Team development training**
- ❖ **Strengths profiles for individuals and teams**
- ❖ **Personality profiles to support personal and team development**
- ❖ **Partnership development training and support**

Coach and mentor

- Coaching work with managers and leaders so that they can develop personally and professionally
- Personalised approach with each coachee to build a trusting relationship so that we can focus on results together
- Personal experience of working at a senior level in partnership with other organisations
- Balance of coaching and mentoring as appropriate for individuals

Coaching specialisms

- Leadership and management – focussing on being the most effective leader and manager with a healthy work life balance
- Relationships in the workplace – discussing tricky relationships and exploring how to progress to more effective working relationships
- Confidence – building confidence and recognising personal areas of self-doubt
- Feelings, thoughts and behaviour – thinking about how we can have ‘knee jerk’ reactions based on how we are feeling and considering how to take time for thinking and decision making before acting

Credentials

- Qualified coach - Barefoot Coach Training course for Business & Personal Coaching
- International Coaching Federation (ICF) accredited coach – ACC
- Accredited DISC practitioner
- 2 x masters level qualifications in leadership and management – National Professional Qualification for Integrated Centre Leadership (NPQICL) and Partners in Leadership (PIL)
- Protective Behaviours endorsed trainer
- Neurodiversity in coaching advanced certification



Coaching Testimonials

- Helen helps help me to focus and influence my decisions based on fact and not emotion. Understanding my personality style profile enables me to adapt my behaviours to different work situations and deal with difficult or uncomfortable conflict. Helen encourages me to look at what I have achieved and recognise how much I have grown in confidence. The best bit is she always leaves me with some homework and a nugget of wisdom .
Senior Manager, Digital Transformation
- I was apprehensive to do coaching at first, but it could not have come at a better time. There was lots of changes going on at my new place of work and Helen helped me to navigate through these and prompted new ways to look at things. I really valued the six sessions that I had with her and wish there could have been more!
Nurse, children's hospice
- My coaching sessions with Helen have been phenomenal! I did my first run of sessions and found it so incredibly helpful and insightful that I asked for more. Helen has a brilliant demeanour, professional and engaging. She encouraged and facilitated positive challenge which massively has helped to develop me both personally and professionally. I cannot emphasize enough how useful Helen's coaching has been, and I only hope that in the future I have the opportunity to undertake further sessions with her.
Nurse, children's hospice
- I feel very lucky to have had coaching with Helen. Going into it I wasn't sure what to expect, having never received coaching before and I am now a convert! Helen was supportive, kind and extremely open. I would bring topics to our discussion that I felt completely overwhelmed by and by the end of each session I would feel lighter and more equipped to deal with everything!
Nurse, children's hospice
- After a long period of illness, through her amazing coaching skills, Helen gave me the tools to help me be focused and positive about my future. She definitely gave me a gentle push in the right direction so that I could reassess what was important in my life and what negativity I needed to leave behind
Headteacher
- Helen helped me to identify my strengths and capabilities. She listened to my previous experience and helped me to reconnect with my skills and to bring them to my new role. My weaker areas were reframed as 'areas for development' which strengthened my confidence."
Senior Social Worker, children's hospice



COACHING PROGRAMME PROPOSAL FOR MELBOURN PARISH COUNCIL

Optional addition to coaching programme:	
DISC profile and 90 minute debrief session	£495
<i>DISC is a personal assessment tool used to improve teamwork communication and productivity</i>	
Discount 25% *	-£99

Total:	£394 plus VAT
Total cost for coaching and DISC profile	£1369 plus VAT

Coaching proposal Melbourn Parish Council 010925