



## **- Gosford RSL Max Potential - Essential information for Coaches and application form**

### **What is Max Potential?**

The Max Potential project offers 22 weeks of personal leadership development, including coaching, to young leaders from schools and the community to help them maximise their potential during the final years at school and beyond. It also encourages students to focus on the local community and ways that they can work to improve it.

### **How much does it cost?**

- The cost of providing this service is \$1800 + GST per coach. This will be funded by Gosford RSL Club through a limited number of scholarships offered in 2011.
- It is envisaged Max Potential will be sustainable through individuals and organisations paying for these services as well as alternative funding arrangements to be explored.

### **What's in it for coaches?**

- Max Potential draws on leaders within the community, business, industry, schools and churches, equipping them with progressive coaching skills and tools that apply across personal, life and employment contexts.
- You will be given training in a life-coaching model which explores ten personal leadership principles and the opportunity to use these in practice with Max Potential participants, supported by your own Future Achievement Australia coach.
- All coaches will have the opportunity to build coaching into a personal and professional leadership profile, including the possibility of further life coaching accreditation through Future Achievement Australia Pty Ltd.
- There will also be a certificate of participation which can be used for further career opportunities.

### **What's your commitment?**

There are a few key dates, highlighted in the coach application form which you will need to be available for in order to participate in the program.

- You also need to commit to regular coaching sessions with the young person(s) you will be coaching. These will be in the form of eight school lesson period (approximately 60-minutes) coaching sessions.
- There will also be three 4-hour group meetings where your coachee(s) will get together with yourself and others in the program to discuss their progress (called Connect Groups).
- You will also be given four 1-hour coaching sessions with a Future Achievement Australia coach during the early part of the coaching process, with ongoing support via phone or email until the end of the program.
- At the end of the Program there is a Showcase Event, which will display all that the young adult/s has learnt and achieved through the program.



To be part of the Max Potential Youth Leadership Program to be held in 2012, you will need to read and complete the application form and return it to:

Please mail to:

**Max Potential Co-ordinator**

Maureen Horne

Gosford RSL Club

P.O. Box 303

Gosford NSW 2250

If you have any questions please contact

**Maureen Horne, Max Potential Co-ordinator, Gosford RSL Club – (W): 02 4323 2311**



## Questions about becoming a coach

### 1. Does everyone have to do the coach training?

Yes, the coach training gives everyone common language, models, tools and processes. It enables coaches to experience being coached and to explore the potential of the coaching process. Coach training allows for participants to demonstrate that they have the required coaching capability.

### 2. Does coach training cost anything?

- Yes and No.
- The cost of providing these services is \$1800 + GST per coach (this includes the cost of the student being coached). This can be funded through Gosford RSL Club which has a limited number of scholarships available for 2012. Individuals and organisations are encouraged to pay for their own applicants outside of the Gosford RSL Club scholarships wherever possible.
- It is envisaged Max Potential will be sustainable through individuals and organisations paying for these services as well as alternative funding arrangements to be explored.

### 3. I used to be or currently am, a teacher. Do I still have to do the coach training?

Yes. Coaching is a very different process to teaching. Coaching has a very specific process and framework. If you are a teacher and become a Max Potential coach, this will enhance your teaching as you begin to explore the use of powerful questions and being an accountable partner in helping someone achieve authentic success.

### 4. I'm a very savvy business leader. Do I still need to attend the coach training?

Yes, for the same reasons as teachers. Coach training will enable you to coach your own people to –

- more consciously develop character,
- reflect on how they are achieving success in their own lives
- increase personal productivity and motivation, and
- consistently contribute to business success, for themselves and those around them.

### 5. Who facilitates the coach training?

Consultants from Future Achievement Australia Pty Ltd (FAA). Future Achievement Australia is a consultancy and life coaching community specialising in reinventing the way organisations and individuals maximise their success. The coaching experiences are based on 10 personal leadership principles, called MAXIMISERS©.

### 6. How long does the coach training last?

Two full days, plus four 1-hour coaching sessions over a period of up to five months where you will be coached by an FAA coach. FAA coaches will support and encourage helpful debriefing and facilitate personal and program evaluation throughout the 22 week Max Potential program cycle.

## 7. What time commitment do I need to make?

Developing the coaching capability

- Coaching weekend workshop (or two separate days over 2 weekends e.g. 2 Saturdays)
- FAA coaching of coaches ( 4 hours of face-to-face personal coaching over 22 weeks)
- Personal coaching preparation (a minimum of 1 hour of preparation for each of your personal face-to-face coaching sessions)
- Introductory workshop (4 hours)
- Leadership coaching one-on-one with young leaders to build MAXIMISERS© principles into their lives and provide support for a community project (maximum of 8 hours over 22 weeks per young leader(s) + preparation time + administration, reflection and debrief time)
- Young leader/coach showcase, which will celebrate achieved leadership outcomes (4 hour session)
- Young Leader connect groups (2 x 4 hours within the 22 weeks of the program)

## 8. What support is available when I become a Max Potential coach?

You will have the support of your own FAA coach as well as the Max Potential Coordinator.

Debriefing and review will be built into the coaching processes as well as optional opportunities for informal debriefing with other coaches.

## 9. Do I provide my personal details to the young adult(s)?

No. However, sharing personal leadership stories is an important part of the coaching relationship and we encourage this as a builder of relationships.

## 10. What sort of security checks are carried out on coaches?

To fulfil duty of care, all coaches are required to complete the 'Working with Children consent form' and a 100 point identity check as part of the Government's 'Working with Children' practice checked by the authorities, in this case the Department of Education. This simply means that when you provide your personal details on the application for coach training, the Max Potential Program Coordinator will refer the information to the Department of Education for appropriate screening. Coaches are also required to provide details of a personal referee who can attest to the good character of the coach.

## 11. What insurance cover is there?

Each coach must ensure they have their own comprehensive motor vehicle insurance when travelling to and from a Max Potential activity.

## 12. What do I get from being involved?

We encourage you to see the personal benefit of developing coaching skills as a primary “walk away with” benefit of the program. Coaching skills will assist you to be more effective in key areas of your life - as a team leader/manager, as a teacher, as church leader or even as a parent/grandparent. More importantly, you will be contributing to the life of emerging leaders within Gosford and have a direct impact on how they help to build Gosford as a community. We trust that, as with most coaching relationships, you will learn much about yourself as you progress through the training and the coaching and that your own life and success will be enriched.

## 13. What if I want to stop coaching during the program?

**A.** If you are a scholarship holder, i.e. Gosford RSL Club had paid for your involvement, and if for **non-extenuating circumstances** you decide you do not wish to continue in the Max Potential program, you will be required to pay back your scholarship, \$1800 + GST AND assist in finding a solution that does not impact on the young adult being coached.

If withdrawing for extenuating circumstances the scholarship fee will be waived and you need to assist the Coordinator to find a solution.

**B.** If your employer is paying then you must first discuss the implications for your employer and then discuss a solution with the Max Potential Coordinator that minimises any impact on the young adult being coached.

## The principles of



## coaching

**Based on *Achieving Authentic Success* by Dr Ron Jenson**

The principles of Max Potential coaching are best remembered by the acronym MAXIMISERS™. Both coaches and youth participants will be encouraged to evaluate their effectiveness with each of these principles and build on that during the program and for the rest of their lives.

### 1. Make Things Happen

- Be Proactive, Not Reactive
- Be Disciplined, Not Lazy
- Be Responsible
- The Basis Of Growth

### 2. Achieve Personal Significance

- You Are Significant
- You Can Make A Difference
- Look for Opportunities to Grow
- Keep Adjusting

### 3. X-Out the Negatives

- Accept Problems
- Believe the Best
- Cast Off the Negatives

### 4. Internalise Right Principles

- Verify Your Own Values
- Learn the Right Perspective on Issues
- Act on Right Values
- Evaluate Your Growth
- Share These Truths With Others

## 5. March to a Mission

- Purpose – Why Do I Exist?
- Vision – So What That I Exist?
- Roles – How Do I Fulfil My Mission?
- Goals – Where and When Do I accomplish My Mission?
- March – How Do I Carry Out This Mission?
- Practice – How Do I Begin to March to This Mission?

## 6. Integrate All of Life

- Balance Priorities – Personal and professional
- Balance Attitudes – Structure and Spontaneity
- Balance Goals – Results and Relationships

## 7. Set Your Focus on Caring for People

- Uplift One Another
- Get Close to One Another
- Trust One Another
- Yield to One Another

## 8. Energise Internally

- The role of faith
- The Focus on Character
- The Cultivation of Spirit

## 9. Realign Rigorously

- Framing
- Focusing
- Flexibility

## 10. Stay the Course

- Defensive and Offensive strategies
- Finishing the Course
- Focus on the Future

***“Impacting and Changing Lives ... One At A Time!”***

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## **Coach Application Form** Scholarship/Employer Funded

### **Feb-July 2012**

Please mail to:

**Max Potential Co-ordinator**  
Maureen Horne  
Gosford RSL Club  
P.O. Box 303  
Gosford NSW 2250

**Please return as early as possible**

If you have any questions please contact

**Maureen Horne, Max Potential Co-ordinator, Gosford RSL Club – (W): 02 4323 2311**



Name:

Male  Female

**Address details**

Residential address:

Suburb:

Postcode:

**Daytime contact** *(for Max Potential administration and coachee contact)*

Daytime phone number:

Daytime mobile number:

Email address (personal):

Email address (business if applicable):

**Current situation** *(tick all that apply)*

- Business
- Industry
- Community group
- Retiree
- Teacher/School representative
- Council/Local Government
- University student
- TAFE Student
- Other (please specify)

**Work contact details** *(if applicable)*

Name of organisation:

Current role/title:

Street Address

Suburb:

Postcode:

**Character Referee**

Name:

Business Address:

Suburb:

Postcode:

Phone contact:

Relationship to you:

- Friend
- Minister/Pastor
- Employer/Supervisor
- Teacher
- Other (please provide details)

**Previous experience**

Please list any courses or experience you believe may enhance your role as a Max Potential Coach, e.g. previous experience in Max Potential, business leadership training, Scouts/Guides/Rotary leader, church youth group leader, peer support, mentor, community development program, etc, in the table below.

Organisation	Type of experience	Position held	Time period

**Motivation:**

What attracted you to consider becoming a Max Potential coach?

What are your personal/professional vision and goals for developing your coach skills?



How do you expect coaching will help you achieve these goals?

How will you know you are receiving value from being a personal leadership coach in the Max Potential program?

What learning approaches tend to discourage you or de-motivate you?

**Availability:**

- I am available for the coach training days on **Sat 4<sup>th</sup> & Sun 12<sup>th</sup> February 2012.**
- I am available for the Introductory Workshop on **Tues 14<sup>th</sup> Feb 2012**
- I am available for the 2 Connect Groups on **Thurs 29<sup>th</sup> March & Mon 28<sup>th</sup> May 2012**
- I am available for the final Showcase on **Thurs 26<sup>th</sup> July 2012**
- I am not available for key dates in this round of Max Potential but would like my application to be considered for future rounds.

**Dietary Requirements:**

As the coach training weekend will be a catered event, please supply details of any personal dietary requirements or allergies:

**Investment**

There are a number of options for payment to be trained as a coach. Mark how you are funding your coach position.

- I wish to be considered for a Gosford RSL Club Coach Scholarship, i.e. no fee for the Max Potential Coach Training.
- I am paying for the Max Potential Coach Training. \$1800 + GST will be forwarded upon this application being successful and receipt of an invoice.
- My employer is paying for the Max Potential Coach Training. \$1800 + GST will be forwarded upon this application being successful and receipt of an invoice.  
Name of employer organisation:  
Postal address:  
Employer ABN No.:
- My sponsor organisation is paying for the Max Potential Coach Training. \$1800 + GST will be forwarded upon this application being successful and the receipt of an invoice.  
Name of sponsor organisation:  
Postal address:

Acceptance into the Max Potential program as a Max Potential coach is based on:

- Completion of an application form, including attached Working with Children declaration and consent
- Attendance at training weekend (two full days),
- Commitment to achieve all agreed personal coaching actions/goals
- Commitment to making Max Potential time allocation a priority,
- Demonstrated commitment to personally investing into the lives of Gosford's emerging leaders,
- Demonstrated coaching capability
- 100 point identity check

*(The Max Potential Program reserves the right to appoint individuals as coaches who have completed all activities and demonstrate an appropriate attitude and coaching competence after coach training)*

### **Signed Consent:**

I hereby give consent:

- For my contact details to be used for the strict purposes of the Max Potential program (including the coach directory and e-mail list to coaches). Any personal information provided to Max Potential is for program administration and training use only and will be kept private and confidential, not for general publication. (Information contained in this application form will not be disclosed to any other persons or organisation.)
- To be photographed during Max Potential activities for the sole purpose of effectively communicating Max Potential outcomes amongst participants and to the wider community. These photos may be reproduced in colour or black and white and may be altered, distorted or blurred for design purposes. I will not be consulted about the specific context or number of times in which my photo will be used.
- For any words I have written in evaluation or program materials to be used for the sole purpose of effectively communicating Max Potential outcomes amongst participants and to the wider community. I will not be consulted about the specific context or number of times in which my words will be used.
- If I leave the Max Potential program for non-extenuating circumstances I will pay the full cost of involvement on receipt of an invoice, within 30 days.

### **Declaration of accuracy:**

I declare the information in this Max Potential coach training application is, to the best of my knowledge, correct.

Signed: \_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/ 2011

*(signed consent and declaration of accuracy)*

**You MUST also complete and sign the attached 'Working with Children' form. If successful you will also be asked to complete a 100 point identity check at the training weekend in 2011.**

*For further information of privacy compliance please refer to the privacy statement attached.*

# Privacy Statement

## *FUTURE ACHIEVEMENT AUSTRALIA PTY LTD Privacy Statement*

**This Privacy Statement explains in general terms how FUTURE ACHIEVEMENT AUSTRALIA protects the privacy of your personal information under the National Privacy Principles. It will apply to any personal information you provide to us:**

- when providing us information as part of a general enquiry,
- when becoming a subscriber of our monthly FUTURE ACHIEVEMENT AUSTRALIA e-News,
- when registering for our services, workshop programs, residential programs and coaching services,
- and any other agreement or arrangement with FUTURE ACHIEVEMENT AUSTRALIA

**This Privacy Statement will also apply to any information about you that is provided to us by someone else.**

### **What Information Do We Collect?**

The types of information that we collect from you will depend on the circumstances of collection and on the type of services or products you request from us. Generally, information is related to contact details such as your name, postal address, billing address, telephone numbers, facsimile numbers, email addresses, or other workshop program details to provide quality service to you, including dietary requirements (if any) and health issues relevant to your accommodation arrangements. As we are required by law to obtain your consent to the collection of "sensitive information" we will assume that you have consented to the collection of all information which is provided to us for use in accordance with this Statement, unless you tell us otherwise.

### **How We Collect Information**

We may collect personal information about you when you deal with us over the telephone, send us correspondence (whether by letter, fax or email), visit our web sites or when you have contact with us in person. As well as collecting information directly from you, there may be occasions when we collect information about you from one of our accredited coaches.

### **How We Use Your Personal Information**

We generally collect your personal information for the following purposes:

- to process your workshop or coaching registrations, and product purchases;
- to facilitate any consulting services, development or coaching agreements;
- to register your interest in FUTURE ACHIEVEMENT AUSTRALIA products, services and events;

Some of the personal information we collect is essential for us to be able to accurately identify who is using our services and products, as well as what their interests are.

### **Disclosure of Personal Information to Third Parties**

We may disclose your personal information to third parties, for example, to our coaches and consulting associates to whom we contract out certain services, for the purpose for which the

information was collected or for related purposes, for example to complete a transaction on your behalf or provide you with a service that you requested. We may also disclose your personal information to various law enforcement agencies and governments around the world for security, customs and immigration purposes. FUTURE ACHIEVEMENT AUSTRALIA engages third party contractors to perform services for us which involves the contractor handling personal information we hold. In these situations, we prohibit the third party contractor from using personal information about you except for the specific purpose for which we supply it. Other than the above, we will not disclose your personal information without your consent unless disclosure is either necessary to prevent a threat to life or health, authorised or required by law, reasonably necessary to enforce the law or necessary to investigate a suspected unlawful activity.

### **Access & Correction of Information We Hold About You**

We will, on request, provide you with access to the information we hold about you, unless there is an exception which applies under the National Privacy Principles, including for the purpose of correcting or updating that information. We may recover from you our reasonable costs of supplying you with access to this information. Your request to provide access to this information will be dealt with in a reasonable time. If we refuse to provide you with access to the information, we will provide you with reasons for the refusal and inform you of any exceptions relied upon under the National Privacy Principles.

### **Keeping Your Personal Information Up To Date**

We take reasonable steps to ensure that your personal information is accurate, complete, and up-to-date whenever we collect or use it. If the personal information we hold about you is inaccurate, incomplete or out-of-date, please contact us and we will take reasonable steps to either correct this information, or if necessary, discuss alternative action with you.

### **Resolving Your Concerns**

If you wish to gain access to your personal information, have a complaint about a breach of your privacy or you have any query on how your personal information is collected or used please forward your request, complaint or query to the address below. We will respond to your query or complaint as soon as possible.

### **Changes to This Privacy Statement**

We may amend this Privacy Statement as our business requirements or the law changes. Any changes to this Privacy Statement will be updated on our website [www.futureachievementaustralia.com.au](http://www.futureachievementaustralia.com.au) where the most current privacy statement is available.

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