



Coach Skills Training Program

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 Coach Training and Program delivery is \$1,800 + GST per coach. It is envisaged Max Potential will be sustainable through individuals and organisations paying for these services as well as alternative funding arrangements that can be explored.

A number of fully funded Coaching scholarships will be offered each year - these will be funded by the relevant sponsoring Club and can be applied for by Applicants using the Form included.

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 and professional development 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 approximately fortnightly coaching sessions with the young person(s) you will be coaching. These will be in the form of eight 60-minute coaching sessions. There will also be two 3-hour group meetings where your coachee(s) will get together with yourself and others in the program to discuss their progress. While attendance at these is encouraged, it is optional.

You will also be given four one-hour coaching sessions with a Future Achievement Australia coach throughout the process, with ongoing support via phone or email until the end of the program.



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 \$1,800 + GST per coach (this includes the cost of the student being coached). This may be funded through the Sponsoring Club which has a limited number of scholarships available each year. Individuals and organisations are also encouraged to pay for their own applicants outside of the Club scholarships wherever possible.

Please note – for coaches applying for a scholarship, withdrawal for non-extenuating circumstances requires payment of scholarship to be paid back in full.

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, 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, sometimes over one weekend, 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 workshop (two days)
- FAA coaching of coaches (four hours of face-to-face personal coaching over 22 weeks)
- Personal coaching preparation (a minimum of one hour of preparation for each of your personal face-to-face coaching sessions)
- Introductory workshop (three 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 EXPO showcase, which will celebrate achieved leadership outcomes (three-hour session)
- Young Leader connect groups (two x three hours within the 22 weeks of the program)

An example of a **typical Program Outline** is included on the following page so that you can see:

- how the Program is structured,



- how the various elements work together to provide a comprehensive Program for both the Coach and the Participant
- an overview of timetabling and scheduling within the year

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 'Consent to employment screening' form and 'Prohibited employment declaration' form as part of the Government's 'Working with Children' practice checked by the authorities. 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 your local region and have a direct impact on how they help to build the local area 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.





<http://www.faafoundation.com.au/services.php>

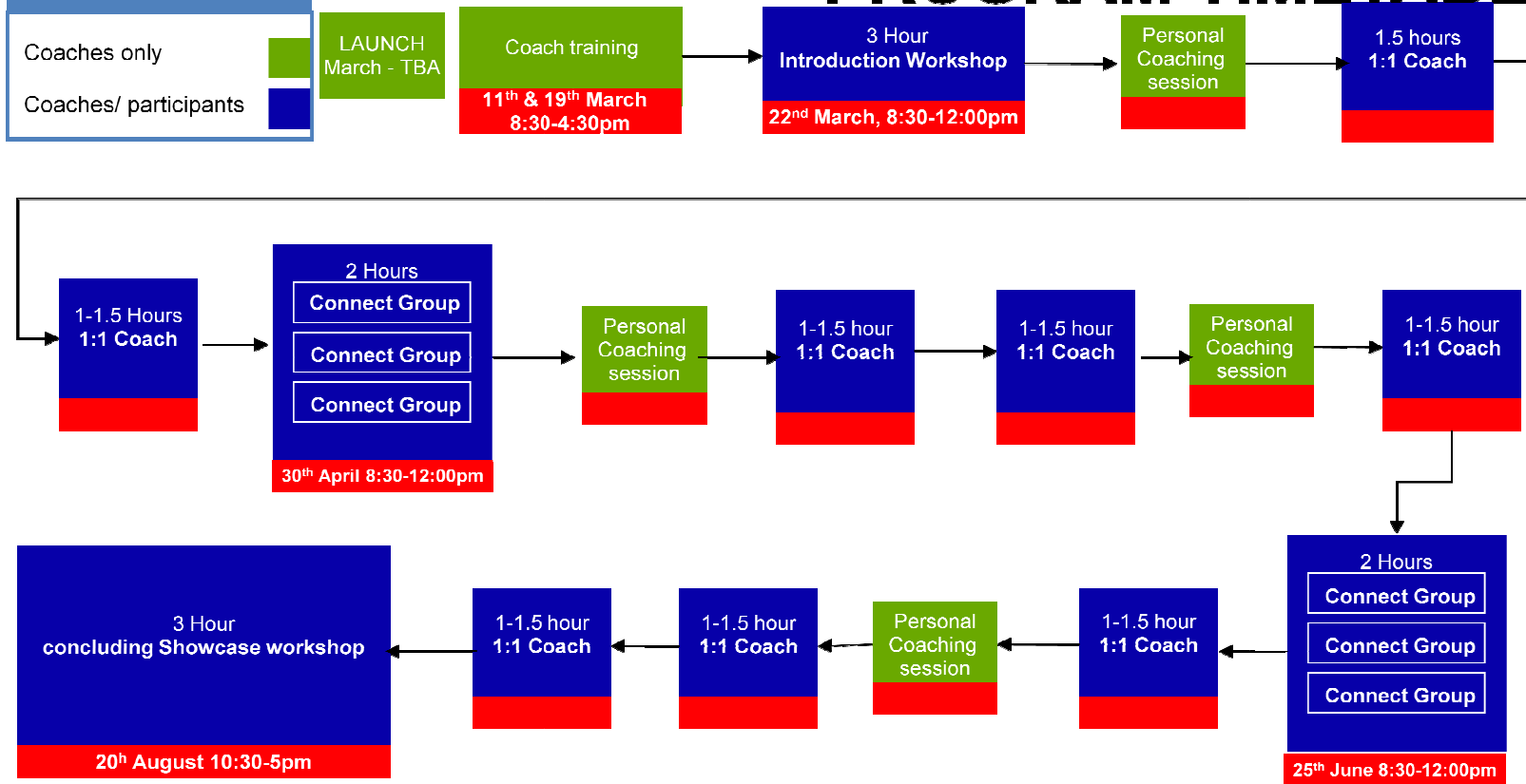
St Johns Park – 2012

PROGRAM TIMETABLE

LEGEND:

Coaches only

Coaches/ participants



Ongoing access to FAA coach support via email and phone



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

- Offensive and defensive strategy
- 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 2012

Please return as early as possible

Please mail to:

Attention:

Ms Sarojini Ram

Max Potential Project Manager

St Johns Park Bowling Club

93 Edensor Road,

ST JOHNS PARK NSW 2176

Fax to:

(02) 9610 4470

Email :

sarojinir@sjpbowling.com.au

If you have any questions please contact the Max Potential Program Coordinator:

Sue Booth – sue@futureachievementaustralia.com.au

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, eg. 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 hope coaching will help you?

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?



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.

Declaration of accuracy:

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

Signed: _____ Dated: ____/____/____.
(signed consent and declaration of accuracy)

You MUST also complete and sign the attached 'Prohibited Employment Declaration' (Child protection Act 1998) and 'Consent to employment screening (NSW Department of Education)'

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 eNews,
- 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 engage 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 where the most current privacy statement is available.

FUTURE ACHIEVEMENT AUSTRALIA
(ABN 46 100 912 105)
Level 39 Citigroup Centre
2 Park Street
SYDNEY NSW 2000
Phone: 61 (0) 2 9004 7866
Fax: 61 (0) 2 9004 7070
Website: www.futureachievementaustralia.com.au
Email: wayne@futureachievementaustralia.com.au

