

## About my Approach to Coaching: Advancing You as Leader

*Thank you for your interest in being coached by me. In coaching it is important that you as a potential client and I as a coach get to know each other and agree on the goals and process of coaching. This will be done in the **introductory conversation**.*

*I would like to give you some information about my way of working and the introductory meeting.*

*In the course of the reading, questions may arise or you may discover aspects that you want to challenge or add. Please bring these up during the meeting. It is important that you feel comfortable.*

### You are at the center

As a coach **certified by the world's largest coaching association**, the International Coach Federation ICF, I follow their approach to coaching, which states that coaching is a "partnership-based and thought-provoking process that creatively supports people and organizations in increasing their personal and professional potential".

In concrete terms, this means that through the coaching process you can learn comprehensively **to improve your performance and enhance your quality of life**. In each coaching session you choose the focus of the conversation, while I as a coach listen intensively and assist you with observations and questions. The open and appreciative interaction leads you to **comprehensive clarity and action**. Coaching accelerates your progress by allowing you to focus on key issues and to perceive choices more clearly. As a coach, I focus on where you are today and **encourage your willingness to make changes** to get where you want to be tomorrow. A central theme here is your

reflection on the aspects that become visible in coaching.

In my approach I integrate insights from cognitive-behavioral, person-centered, gestalt and systemic approaches, biology, and neuroscience.

### Five levels as structure

To structure the fields of action of our coaching, I use an approach that identifies five levels that can hinder the step from today into the future:

- *The environment: "My environment does not allow the step."*
- *The ability: "I don't know how to take the step."*
- *The behavior: "I am behaving differently than I should in order to take the step."*
- *The belief system: "I don't think I'm cut out for the step."*
- *The identity: "I know that the next step is not mine to take."*

### Our introductory conversation

The introductory conversation lasts about 45 minutes and gives us time to get to know each other and decide whether we want to work together in a coaching process based on trust.

It is important that – like the whole coaching process – the conversation is **strictly confidential**. Furthermore, I ask you to find a place for our conversations where you are focused, energetic and relaxed, as this strongly supports the coaching success.

At the beginning I invite you to describe your current situation, how you feel about it and **where you would like to be supported by**

*coaching.* I probably will ask a few clarifying questions. Then I will ask you to formulate *concrete goals for the coaching process with concrete measurements* and to prioritize them. Experience has shown that a maximum of three goals is useful to avoid getting bogged down.

Based on this information, I will present you with initial approaches for the structure, duration and frequency of the coaching process, so that you can get an idea of how the coaching can proceed. We exchange ideas and *together we agree on the coaching process.*

Please keep in mind that you will be in the leading role during the whole coaching process, i.e. the course of the coaching is based on your needs, which may change due to the insights gained in coaching and factors from other origins. It is therefore important that you give me regular feedback on whether we are on a good path to achieving our goals or whether adjustments are necessary. This also includes communicating *limits and taboo zones* that you do not want to cross in coaching and factors that could *jeopardize the achievement of your goals.* This helps us to develop a trusting relationship as equal partners and begins in the introductory conversation, where we hardly know each other.

## Quality assurance

The high quality of my coaching is very important to me. To this end, I use a *formal quality assurance process* in addition to feedback from my clients: according to the ethics rules of my profession, aspects of coaching can be used in anonymous and hypothetical form with other coaching experts for the purposes of training, supervision, mentoring, evaluation and coach development.

### About Felix Müller, Coach



*As a coach, Felix Müller supports leaders in their transition to new roles and positions, in overcoming challenges and taking advantage of opportunities. The combination of 25 years of leadership experience, business studies at top Swiss and US universities and coaching studies in Great Britain make him a coach with leadership experience who uses scientifically based approaches to help his clients move forward. His coaching quality is certified by the world's largest coaching association ICF. He coaches and trains in German, English, and French, virtually, on site and in a hybrid form. He also likes to coach in early mornings, evening and on weekends when his clients have time and leisure for further development through coaching.*

*For further information, visit his website at [www.felix-mueller.coach](http://www.felix-mueller.coach)*