



EICHENHORN

COACHING · TRAINING · MODERATION

## The Seven-Level-Plan

### 1. You know what you want.

At least you know, that you want – that is: you want to change something actively. For example you want to make better use of your potentials. You are fed up with just reacting but you want further things in an active way. You want to find out about your real goals. You want to motivate. And you are basically open to new points of view, thoughts, fresh stimulus and suggestions. On this basis we can formulate a concrete objective for your coaching in a first mutual briefing session. This conversation will take about 60 minutes. Only after that you decide, if you want to work with me.

### 2. I will make a detailed offer to you.

Further to our mutual briefing session and after award you will get a written detailed description of my service. Also you get an appropriate specific costing – clearly, comprehensible and intelligible.

### 3. You place the order for our collaboration.

Based on the offer you – or a third party, e.g. your employer – place a binding written order with me, and you say you are prepared to meet the budgeted costs. The Seven-Level-Plan of Eichenhorn is – in the sense of general terms and conditions – part of our contractual agreement.

### 4. We will discuss the most efficient way to achieve your goal.

Together we will develop a strategy and come to an agreement on the procedure – although coaching in principle is an open dialogue-based process, which is not plannable down to the last detail in advance.

Included in your tailor-made coaching strategy is

- a concrete description of the goal,
- a first analysis of the initial situation with regard to your work and – as far as relevant – your personality,
- a basic agreement on the subjects and the approach used in our collaboration.

Based on this I will describe the coaching service I will deliver to you, and I will tell you the time frame for our collaboration as exactly as possible.

The first two hours of our team work – definition of goal(s) and development of the strategy – build the basis for your individual coaching and have to be paid.

### 5. Withdrawal from contract

From the moment of written award termination of the collaboration with Eichenhorn involves charges. In the case of withdrawal from contract after award the total agreed fee is due and payable.

Your investment in the coaching consists of the costs for the actual preparation and work time with me plus expenses that possibly become necessary plus value-added tax.

### 6. The coaching starts.

Each coaching begins with a sound and clear introduction. I will explain my view of your professional as well as your mental, emotional, and physical initial situation in detail. Then I will again describe the objectives of the coaching we defined together as well as the procedure and methods we will apply to achieve your objectives.

Initial situation and vision here relate to each other like a map to an area. First we analyse your „inner map“. Then you will learn, how to differentiate between this schema and the actual area. At least we will expand your horizon beyond the edge of the map. The most important thing I do, is to encourage you in looking for such new horizons.

### 7. You will get a summary report.

At the end of our active collaboration during the coaching process you will get a coaching protocol and a detailed estimation of the results we achieved together.

In addition to that the protocol includes precise recommendations for the active use and development of your new perspectives and potentials in the future and for successful use of the methods of self-observation and self-determination.

**In a word: With the coaching and coaching protocol you get a kind of individual tool box for your professional life architecture.**