



Project Coaching

This programme is a one to one service designed to help you deliver your projects on time, to budget and with the right results. Maybe, just maybe....

- you are a project manager who needs that extra bit of support
- you are a project team member who has to deliver a part of the project...but you are unsure about....
- you are a senior manager who sits on a Project Board and you are not too sure of about your role
- you simply need a refresher on a particular aspect of project management

Whatever your role, whatever your need, Project Agency is here to support you.

2 What's in it for you?

The opportunity to:

- **Help you deliver** – by focussing on your problems and your issues we will help deliver
- **Increase your confidence** by delivering more effectively
- **Solve problems and deliver** using the coach as a sounding board. You can try out various approaches all leading to better project delivery
- **Try out different behaviours** to reach positive results – maybe you want to change your approach but are unsure how to do this. Your coach will support you in this
- **Quicker learning** – each session is approximately 50 – 55 minutes long designed to speed up your learning and application to *your* project
- **New or different perspectives** – the coach will challenge and support you, giving you different points of view

- **Space** – we frequently hear people describe their days as being extremely full. The coaching process allows you to take ‘time out’ – time for yourself and of course your projects which allows you to **grow and develop and deliver**.

3 Frequently asked questions

The questions below are from people who have made enquiries in to this coaching programme

- I. **How does it work?** You either call us on 020 8446 7766 or email us events@projectagency.com to talk through your needs. We agree your needs and sort out diaries for the coaching dates and away we go
- II. **Do you come to me?** The coaching is done via telephone or via Skype. This is a well tried and tested and practical solution which enables us to keep down the costs to you. We can clearly arrange to come along to you if you wish.
- III. **How much does it cost?** This depends upon the number of sessions you book. Call us on 020 8446 6677 or email events@projectagency.com for more information
- IV. **Can I have sessions at times to suit me?** Yes, we are flexible and work with you to put times in the diary to suit (provided you do not want them in the middle of the night or the early hours of the morning!)
- V. **Can I have just one session?** Yes, you can have as many or as few as you like
- VI. **Do you provide support documentation?** The answer depends upon the issues you face. If it is appropriate and we have some materials we will email this across to you
- VII. **How will I know if the coaching has been successful?** We will treat your coaching as a project looking for clear outcomes and deliverables. These should be clearly measurable and we will use simple project planning techniques to support you.

Next step: call us on 020 8446 7766 or email events@projectagency.com

If you have any queries about project coaching or any other project management issue then please do get in touch:

Email: events@projecagency.com
'phone: 020 8446 7766