

How to Get \$10,000 in Value for Every \$1,000 You Invest in Mentoring

Original Title:

How to get the most from your Coach or Mentor

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About Dale Maxwell

Coaching 100's of people for over 15 years, the insights you will receive in this book will assist you in getting the most from your coach, mentor, teacher, boss and subordinates. Dale has helped business grow, people grow and people heal in his years coaching people.

Dale has worked with fortune 500 companies but prefers to work with entrepreneurs. Big compainies can be frustating - changes and improvements can be slow.

White space is for you

A note about the format of this book: I have included lots of white space for your thoughts on how you can improve on this work and how to apply the components to your best use. Write in the spaces. **Action Items:** Make notes on how and when you can begin to apply the ideas.

Pre-study

Any Materials Assigned

Your coach or mentor will have some material to reduce the time it takes to bring you up to speed. This is a common and acceptable procedure. You may also be asked to take some pre-tests on the subject matter and some may ask you to take behavioral style assessment questionnaires.

Ask for copies of the reports generated and to “go over” them. These assessments are not to grade or buttonhole you but to allow the coach to better understand in what style you best learn with and how you prefer to be addressed in communications.

Study and Fully Embrace

Take the time to fully study and understand all materials provided. Your Coach will be happy to elaborate on a specific area of the material but will be less than thrilled if you ask questions that he/she has fully explained and you have not taken the time to study. Remember your goal is to get maximum value from your relationship with your Mentor. So apply maximum effort.

Research as needed

You will find ideas and questions in the material you are given to study. This is a normal part of education. Do some research and additional study as needed. Your coach will be happy you have been motivated to expand your horizons.

List 3 or more Action Items here

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Prepare for Each Session

Submit Questions in advance

You will have questions about the material and questions not mentioned in the material. Write your questions down to clarify them and first see if you can generate the answer yourself. Write the answer down and send it with your question, ask your coach for review and expansion or direction, this leverages the knowledge you are gaining dramatically.

Your answers may come back by e-mail - this can allow additional questions or clarification

When you pre-submit your questions in advance of your session, your coach may answer prior to your telephone coaching session. This is a benefit to you because you can drill-down on your question or move to another.

When you ask better quality questions you push the envelope. Coaches are students too, your coach is learning more each day and will appreciate not repeating the same thing over and over.

List 3 or more Action Items here

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Written Goals and Action to achieve

Get a planner and Make Good Use Of It

I have used the Franklin/Covey planner for some time now and it is flexible enough for just about anyone. Don't take my word for it. Check out all options and decide for yourself. Most important though is that everyone you must trade information or assignments with be using the same size planner. If you use an 8 ½ by 11 inch format and your team is using the more common 5 ½ by 8 ½ inch receiving and delegating becomes less than efficient. The three topics below are all needed. You will want to master each.

Time Management

Time management is the art and science of taking long-term dreams and converting them to goals and action steps. Learning this one skill and using it daily can move you toward your desired results faster than any other skill you can master. It leverages everything else.

Process Management

Process management takes the time management skills and applies these skills to encompass and extend to managing others; contract service providers, employees and/or contractors.

Activity Management

Learning how to document and measure activities will allow you to delegate successfully. If you ask someone to do an activity they are not fully knowledgeable of and/or have a different vision of, you will become frustrated. Suppose you were going to fight a house fire with a team of people who have not been trained. It could be a problem. If you have a clearly written plan and everyone studies and practices your success in saving lives and property will be much more likely. Are your business or health plans any less important than firefighting?

List 3 or more Action Items here

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Timing

Avoid a tight timetable (weekly at 2:00 pm)

Don't disappoint yourself or your coach by agreeing to a timetable you cannot successfully achieve. Be reasonable, use your time management skills and plug in your assignments.

If you cannot move through the process, spread out the sessions

Be "up front" with your coach and he/she will support you in adjusting the "schedule" to meet your needs.

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Assignments

If assignments are given verbally write them down and send to the Coach for verification

This is especially important, if you do the work and the expectation is “A” but the assignment is “B” no one is happy. So write down your assignment and send it back to your coach. Request acknowledgement that you are correct in your understanding of your assignment.

List 3 or more Action Items here

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Respect

Be On Time

Always be on time with your assignments and phone calls.

Do Not Miss

Your coach is as busy as you are. Missing an appointment will not show the respect you want to show. Communicate with your coach if you have to reschedule in accordance with your agreement.

Do Not Allow Interruptions

Don't Put Your Coach On Hold

When you are calling your coach, turn off call waiting and any other phones in the room. Focus on your time together.

Arrange Not To Be Interrupted

Put a sign on your door – do not let your time be discounted by allowing interruptions.

List 3 or more Action Items here

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Map your thoughts

Learn and Use Every Tool You Can Acquire

Use tools to assist you in learning and communicating. Visit www.dalerecommends.com for more tools and technologies. You will find information about the software I use to write books.

List 3 or more Action Items here

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Coach Someone Else

There is no better way to know you know the material

Arrange to share your knowledge with another person; you will master the material by teaching it to someone else.

List 3 or more Action Items here

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Lifelong Student

Philosophical Necessary

We live in a time that change happens faster than any other time in the history of man. You must be learning and growing or you will shrivel and die.

Constant Change

This constant change can be an advantage if you embrace it. It can be a challenge if you resist it.

Learn to learn

Your assignment is to research and obtain skills to compress the time needed to master a task. One common skill you have might have heard of is “speed reading.” Others include Masterminding, The Einstein Factor, Accelerated Learning and many more. Find some and learn them.

List 3 or more Action Items here

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Choosing Your Coach

You will have many coaches during your new “Lifelong Student” life model. The very best leverage you can have in selecting your coach will be to define your challenge in writing. Ask your prospective coach for his/her approach to addressing your needs.

List 3 or more Action Items here

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Your next Step

<http://www.dalemaxwell.com/whatnext/index.htm>

Ten Times The Value

Follow the guidelines suggested in this book and you will always get more from your relationship with your Coach, Mentor, Instructor or even your boss.

If you apply these guidelines to your relationship with someone who you have already been working with, you may get some resistance (at first).

You may want to provide a copy of this book to your (CBI or B) and get agreement to work with in this framework.

Use this framework and material with your staff or clients

If you are an employer and want to:

- Improve the performance of your staff
- Improve job satisfaction
- Employee retention
- And more

For a small financial investment you can license this material.

I guarantee you a tremendous return on the license cost of this material and the time required to properly implement.

Please visit this site for details on usage of this book.

<http://www.dalemaxwell.com/license>

Other Books By Dale Maxwell

Current List:

<http://www.dalemaxwell.com/booklist>

Know Your Learning Style

You Learn From All Three Styles...

Everyone can and does learn visually, auditorially, and kinesthetically. You most likely had one preferred learning style. Knowing your preferred style and leveraging it is one valuable skill to master.

Visual Learning

Visual learning is a proven teaching method in which ideas, concepts, data and other information are associated with images and represented graphically. Graphic organizers, such as webs, concept maps and idea maps, and plots, such as stack plots and Venn plots, are some of the techniques used in visual learning to enhance thinking and learning skills.

Auditory Learning

Auditory learning is a style of learning in which a person learns most effectively by listening to information delivered orally, in lectures, speeches, and oral sessions. Auditory learners make up about 25% of the population. Studies indicate that when an auditory/verbal (i.e. listening to information delivered orally) learners read, it is almost impossible for the learner to comprehend anything without sound in the background. In these situations, listening to music while learning is beneficial.

Kinesthetic Learning

Kinesthetic learning is a teaching and learning style in which learning takes place by the student actually carrying out a physical activity, rather than listening to a lecture or merely watching a demonstration. Students with this predominant learning style are natural discovery learners; they have realizations through doing, as opposed to having thought first before initiating action.

When you have identified your style, take advantage of the knowledge and be prepared to leverage your personal style.

List 3 or more Action Items here

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