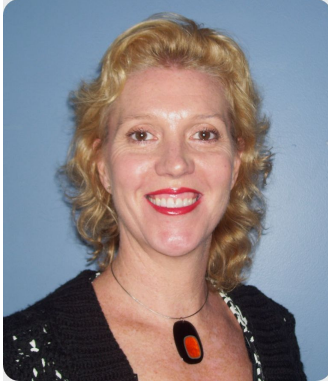


Gina Dougall

Training, assessment, coaching



Gina Dougall

Bachelor of Arts (Recreation Management)

Diploma of Education

Graduate Diploma of Health Education (Counselling)

Graduate Diploma of Tactile Therapy

Community Business Management Program

I began my career managing Leisure Centres and later moved into juvenile justice where I worked as Manager of a Youth Detention Centre. Family counselling, case management and court reporting were features of this position. Later I moved into the TAFE sector where I worked on the development of training strategies through collaborative needs analysis.

In 1995, I moved to Alice Springs where I took up a position as Education Manager for Family Planning Northern Territory. I was involved in developing Community Education Course Curriculum and the Nurse Practitioners Training Course. I travelled to many Aboriginal communities over this five year period and gained some wonderful insights into Aboriginal culture. Listening was integral to this position.

On returning to Melbourne in 2000, I ventured into the corporate world where I held a position as Operations Manger for an IT company which was developing an online golf booking business. My roles included business planning and development, share holder management and consultation, human resource management and systems management.

In 2002, desperately needing to come back to my community roots, I took the position of Manager of the Banksia Gardens Community Centre. I have been fortunate in this position to continue to explore my interest in Leadership Training and Coaching.

As a coach I am able to assist clients in clarifying their values and establishing what is important to them. I am also able to work out a plan with them on how these can be achieved. I never assume that I have the answers, I enable the client to find the answers; this is the fantastic thing about coaching.

I live in the northern suburbs of Melbourne with my three children. I am a passionate supporter of the Saints Football Club, I love reading, tennis and exercise.

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Coaching Guidelines

Congratulations on choosing coaching as a way to focus and enhance your life and career. These guidelines are designed to clarify the coaching process.

Coaching Sessions Coaching sessions are either 30 or 45 minutes in length and are conducted via telephone (client initiates the call). Face to face coaching sessions are available by arrangement in the Melbourne, Australia area.

Coaching Hours Monday to Friday 9:00am-5:00pm (Australian Central Standard Time. For time zone comparisons visit www.timeanddate.com).

Email I offer unlimited email between sessions. Emails are answered within one business day.

Scheduling Policy I require 24 hours notice to re-schedule a coaching session. If you miss a session with no notice or with less than 24 hours notice you forfeit the coaching session.

If I miss a session with less than 24 hours notice, the session will be rescheduled at no extra cost and you will receive an additional free session.

Coaching sessions begin and end at the appointed time. If you are late for a session it will still end at the appointed time.

Coaching Participation Form I will provide you with a coaching preparation form designed to help you to clarify your thoughts and to provide a structure for our coaching session. I ask that you complete it and send it to me via email before each session.

Initial Session My coaching methodology has a strong emphasis on identifying and building of strengths. Our initial session will focus on the results of the Values in Action Signature Strengths Survey. I also ask clients to complete a Wheel of Life analysis to identify a starting point.

Coaching Ethics I operate at all times within the parameters of the International Coach Federation's Ethical Guidelines. Details of this code can be found at: <http://www.coachfederation.org/ICF/>

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Coaching Packages

Telephone Business Coaching

- Three 30 minute sessions \$280.00 per month*
- Two 45 minute session \$250.00 per month

Client initiates phone call. Both packages include unlimited email support between sessions.

To make sustainable changes requires 3-6 months of coaching. I ask you to make that commitment to yourself and to me. If you are willing to pay in full for 3 months of coaching, you will receive a **10% discount**. If you are willing to pay in full for 6 months of coaching, you will receive a **20% discount**.

Face to Face Business Coaching

I am available to conduct business coaching sessions in your workplace within the Metropolitan area. Individual face to face sessions are generally longer in time, conducted over a shorter duration.

- Six one hour sessions over six weeks \$1200.00
- Ten one hour sessions over ten weeks \$1500.00

Both packages include unlimited email between sessions.

*all amounts are in Australian dollars

Coaching Commitments

My Commitment to You

- I will be truthful and direct with my observations and feedback.
- I will listen without judgement and will respect your life and work decisions.
- I will focus on identifying and building on your strengths to encourage peak performance.
- I will require you to take action in between sessions.
- I will keep all information you share with me confidential.
- I will not disclose to others that you have undertaken coaching with out your permission.
- I will not act upon or in any was benefit from any commercial information you share with me in your coaching sessions.
- I will respond to all emails within one business day.
- If I believe you are no longer benefiting from the coaching relationship and would be better served by another approach. I will encourage you to make that change.

Your Commitment to Me

- To be willing to explore new perspectives.
- To be open to receiving feedback and acknowledgement.
- To take responsibility for your life. To recognise that while I may make suggestions, the responsibility for change is ultimately yours.
- To be fully present during our coaching sessions.
- To be committed to moving forward with your goals.
- To adhere to the scheduling policy by giving notice if you have to reschedule a session.