

Designed and Prepared by MG Coaching and Consulting Inc.

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MG Coaching Guidelines: Working with Your Coach

At Metamorphosis Group (MG), we believe that every client has the potential to achieve their career goals. That's why we assign each client a dedicated career coach who will provide personalized support to help them overcome challenges and unlock their full potential. Our coaches will work closely with clients, assigning homework and activities as needed, and guiding them towards the path they desire with confidence and success. We're here to empower you every step of the way!

METHODOLOGY

We are committed to providing the best coaching experience to help them get there. With a wide range of coaching models and methodologies at our disposal, we can tailor our approach to the unique needs and circumstances of each client, guiding them towards success and fulfillment in all aspects of their lives. Our team of experts are dedicated to staying up-to-date with the latest coaching practices and techniques, ensuring that our clients receive the highest quality of coaching available. Our coaching approaches include but are not limited to:

1. **Goal Success Techniques:** This approach helps clients identify and achieve their goals through personalized strategies and accountability.
2. **Cognitive-Behavioral Therapy:** This approach focuses on identifying and changing negative thoughts and behaviors that can be limiting or harmful to clients.
3. **Gestalt Coaching:** This approach focuses on developing awareness of the present moment and identifying and resolving internal conflicts and tensions.
4. **Neuro-Linguistic Programming (NLP):** This approach involves the study of how language and communication can influence behavior and mental processes, with the goal of helping clients achieve specific outcomes.
5. **Narrative Therapy:** This approach involves helping clients identify and reframe the stories they tell themselves about their lives and experiences, with the goal of creating greater meaning and purpose.
6. **Solution-Focused Coaching:** This approach involves helping clients identify and build on their existing strengths and resources to achieve specific goals and overcome challenges.
7. **Values-based Coaching:** This approach involves helping clients identify and align their actions and goals with their personal values, with the goal of enhancing overall fulfillment and purpose.
8. **Transpersonal Coaching:** This approach focuses on helping clients explore and develop their sense of self and purpose beyond their individual identity and ego.

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9. **Integral and Holistic Coaching:** This approach involves integrating multiple perspectives and dimensions of human experience, including physical, emotional, cognitive, and spiritual.
10. **Positive Psychology Coaching:** This approach emphasizes the cultivation of positive emotions, strengths, and virtues, with the goal of enhancing overall well-being and life satisfaction.

Our coaching program includes a comprehensive list of exercises and activities tailored to the unique needs and goals of each individual client. These include but are not limited to:

1. **Wheel of Life:** A visual representation of a client's current life situation, which includes different areas such as career, relationships, health, finances, and spirituality. This tool helps clients identify areas that need improvement and set goals accordingly.
2. **SMART Goals Model:** A framework for setting specific, measurable, achievable, relevant, and time-bound goals that are aligned with a client's career aspirations.
3. **Vision Board:** A collage of images and words that represents a client's career aspirations, goals, and desires. This tool helps clients visualize their ideal career path and create a plan to achieve it.
4. **Gratitude Journaling:** A technique that involves reflecting on and writing down things that a client is grateful for. This can help clients develop a positive mindset and increase their motivation and self-esteem.
5. **Mindfulness Exercises:** Techniques that help clients develop awareness and focus on the present moment, which can be helpful in reducing stress and improving decision-making.
6. **Breathwork:** Techniques that focus on controlling breathing patterns to reduce stress and anxiety and improve mental clarity.
7. **Visualization Exercises:** Techniques that help clients visualize and mentally rehearse achieving their career goals, which can be helpful in increasing motivation and confidence.
8. **Affirmations:** Positive statements that clients can repeat to themselves to reinforce positive beliefs and attitudes about themselves and their career.
9. **Reframing Exercises:** Techniques that help clients reframe negative thoughts or experiences into more positive and empowering perspectives.
10. **Limiting Belief Identification and Reframing:** Techniques that help clients identify and challenge limiting beliefs that may be holding them back in their career.
11. **Mindset Shifts:** Techniques that help clients shift their perspective and develop a more positive and growth-oriented mindset.
12. **Self-Compassion Practices:** Techniques that help clients develop self-compassion and self-care habits, which can be helpful in reducing stress and increasing resilience.
13. **Mock interviews:** Practice interviews that simulate a real interview scenario. They allow clients to refine their interviewing skills and prepare for different types of questions they may encounter during an actual interview.
14. **Networking and Job Referrals:** Techniques that focus on building a professional network and leveraging that network to obtain job referrals or recommendations.

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15. **Skills Assessments and Gap Analysis:** Tools and techniques that help clients identify their strengths and weaknesses and assess gaps in their skills or knowledge that may be holding them back in their career.
16. **Personality and Values Assessments:** Tools that help clients identify their unique personality traits and values, which can be helpful in making career decisions and identifying potential career paths that align with their strengths and values.
17. **SWOT Analysis:** An assessment tool that helps clients identify their Strengths, Weaknesses, Opportunities, and Threats in relation to their career goals.

WHEN TO SPEAK WITH YOUR COACH

Our career coaches are passionate about helping clients achieve their career development goals. However, **as they are human, they are best suited for high-level services and activities to reserve their cognitive resources.** For more general inquiries and input, we recommend that clients first submit their questions to ChatGPT, an AI-powered platform that provides personalized responses.

ChatGPT is an intelligent computer program that can help you with your thinking and communication skills. It's like having a smart friend who can answer your questions and give you advice on different topics such as careers and personal development. You can ask ChatGPT to help you identify your goals, define your priorities, and even give you tips on how to be more confident. It's a great tool to improve your critical thinking and writing skills, and it's available to you anytime, anywhere. Learn more about it here: <https://openai.com/blog/chatgpt>

If at any point during the conversation with ChatGPT that a client feels that they require more hands-on support, they are then recommended to book a schedule with their career coach. Our goal is to provide the best support possible at every stage of the career development process, and we believe that this approach will allow clients to receive the most effective and efficient assistance. Below are some guidelines to speaking with ChatGPT:

1. **Imagine talking to it as if it's human first:** Interacting with a chatbot like ChatGPT may feel daunting at first, as it can be difficult to gauge how to effectively communicate with a machine. However, it's important to remember that ChatGPT is designed to function like a human career coach and can provide valuable advice and guidance. By engaging with ChatGPT and learning its limitations and capabilities through experience, you can maximize your use of the career development advice it provides.
2. **Be clear and specific in your prompts:** When sending prompts to ChatGPT, be as clear and specific as possible. Provide as much detail as you can about your current situation, challenges, and goals.
3. **Use concise and simple language to ensure ChatGPT can understand you:** Use relevant keywords in your prompts to help ChatGPT understand your needs better. This will also help the AI model to provide more accurate responses.
4. **Ask open-ended questions for maximum outputs:** Ask these questions to get more detailed and comprehensive responses. Avoid questions that can be answered with a simple yes or no.

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5. **Be patient and persistent with the chatbot:** ChatGPT is constantly learning, and it may take a few prompts to get to the heart of your career development issues.
6. **Respect ChatGPT's limitations as an AI:** While ChatGPT is a powerful AI language model, it has limitations. It is not a substitute for human career coaches, and it cannot provide personalized advice based on your unique circumstances. Keep this in mind when using the service.
7. **Review the responses it provides you:** Carefully review the responses provided by ChatGPT to make sure they align with your needs and goals. If you need more information or clarification, ask follow-up questions.
8. **Follow up with your experienced career coach:** If you need more personalized advice or guidance, consider booking a session with your human career coach. ChatGPT can provide general guidance and information, but a human coach can provide more personalized support. ChatGPT is an AI language model, not a human career coach. It can provide advice based on data and trends, but it cannot replace the experience and insights of a human coach.

POLICY FOR BOOKING YOUR CAREER COACH

Coaching sessions can be booked for a 30-minute period or a 60-minute period depending on the preferences of the client. The coach will personally reach out to the client to discuss a platform or method for scheduling and confirming bookings. To set expectations on how to book coaches, please note the following:

1. Please book your coach **at least 3 business days in advance** to ensure availability and time for preparation.
2. **If you need to reschedule a coaching session**, please inform your coach at least 12 hours in advance to allow them to adjust their schedule. If you fail to give notice, your coaching credits will be forfeited. You may cancel a session with 24-hour notice without any penalty.
3. **Before each coaching session**, please take time to prepare an agenda that includes your goals, questions, observations about your career and life, and anything else you would like to discuss. This will help make the most of your time with your coach.
4. **Respect your coach's boundaries and be mindful of their time.** If you need to contact them outside of scheduled coaching sessions, please do so only through the agreed-upon communication channels.
5. **Your coaching sessions are confidential**, and your coach will not disclose any information without your permission unless required by law.
6. **During the coaching session, your coach may assign homework** or action steps for you to take. It is your responsibility to complete these tasks and follow up with your coach on your progress.
7. **Finally, remember that coaching is a partnership** between you and your coach. You are responsible for your own progress, and your coach is there to support and guide you along the way.

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