

## The Solutions Focus Making Coaching And Change Simple

Leadership Coaching offers a new model of coaching for leadership development. It explains how the brave model extends existing leadership theories, and includes specific coaching processes and sense-making techniques to allow the reader to understand how the model would work in practice. The book begins by asking why it is important for leaders to be brave. It provides an overview of existing leadership theories, and their limitations, as well as introducing the brave coaching approach and the elements that comprise the model. The book includes practical case studies that provide insights into the range of applications for the brave leadership coaching framework. Based on academic research, and written in an accessible scholarly style, this book shows how coaching can assist in decision making, leading to a different, braver form of personal and corporate leadership. It should be of interest to students of management, leadership, coaching and mentoring, as well as professional coaches and leaders.

This book aims to enrich the knowledge and toolkit of executive coaches and help them on their development path towards mastery. Edited by three leading practitioners, it brings together the expertise of an international range of Master Coaches, and provides evidence-based practical chapters across a broad range of topics, including contracting, ethical dilemmas, coaching board members and non-executive directors, and the use of psychometrics. Mastering Executive Coaching will be essential reading for executive coaches, consultants and trainers who are looking to develop their practice. It will also be highly relevant for Masters-level students of coaching and coaching psychology.

Daniel Meier shows you how to use the positive power of Solutions Focus to work with teams in business and organisations. Meets the needs of both the experienced coach and the manager looking for practical steps. Applying the positive power of Solutions Focus to working with teams, Daniel Meier shows you how to: Apply Solutions Focus methods with groups and teams Choose and use the eight steps of the SolutionCircle Become an effective team coach - as a manager or external resource Engage team members in finding useful action steps Use challenges and difficulties in the team to build progress.

Solution Focused Practice Around the World provides an exploration of the diverse uses of SF and offers fascinating insights into how the Solution Focused approach is currently used in many applications around the globe. Bringing together prominent authors, practitioners and trainers, the collection is divided into five sections: theory; therapeutic applications; working with children and adolescents; coaching and working with organisations. Originating from the first international conference on Solution Focused practice spanning all applications of the approach, the chapters provide a grounding in the theory and practice, and an exploration of the breadth and depth of Solution Focused therapy. All practitioners of the Solution Focused approach globally as well as those working in the wider fields of therapy, social work, education, coaching and human resources will benefit from this text and the applicability of the inherent theories to their area of expertise.

Challenging Coaching is a real-world, timely and provocative book which provides a wake-up call to move beyond the limitations of traditional coaching. Based on the authors' extensive experience working at board and management levels, they suggest that for far too long coaching approaches have shied away from adopting a more challenging stance - a stance that can provoke greater performance and unlock deeper potential in business leaders and their teams. The authors detail their unique FACTS coaching model, which provides a practical and pragmatic approach focusing on Feedback, Accountability, Courageous goals, Tension and Systems thinking. The authors explore FACTS coaching in theory and in practice using case studies, example dialogues and practical exercises so that the reader will be able to successfully challenge others using respectful yet direct techniques. This is an original and thought-provoking book that dares the reader to go beyond traditional coaching and face the FACTS.

In Single-Session Coaching and One-At-A-Time Coaching: Distinctive Features, Windy Dryden presents a clear and accessible overview of the theory and practice of Single-Session Coaching and One-At-A-Time Coaching (SSC/OAATC). Presented in the highly accessible Distinctive Features format, Dryden explores how these approaches allow coaches and clients to tackle problems and find solutions quickly and flexibly. Single-Session Coaching and One-At-A-Time Coaching is split in two parts, providing a complete understanding of both the theory and practice of SSC/OAATC, as well as clearly examining key topics, including the foundations of SSC/OAATC, what makes a good SSC/OAATC coach and coachee, common misconceptions, preparing for and structuring a session, and considering significant coachee variables. It explains key terminology, such as the difference between Problem-Focused and Development-Focused SSC/OAATC, and portrays these differences in useful case studies to show the benefits of each for individual clients. Finally, it concludes with details on following up with the coachee, including key questions to ask. With case studies throughout, this approach can be applied in various clinical settings, such as primary care, and non-clinical settings, such as voluntary sectors, and is ideal for time-limited scenarios in comparison to other, more time-consuming, coaching methods. This will be an invaluable tool for coaches in practice and in training, as well as for academics and students of coaching.

No matter how good you are at your job, and how good your company is, unless you know how to get the best from your people, you might as well go home now. This is a direct, easy read, for smart busy managers that shows you how to become a highly effective coach as well as manager.

Solution Focused Coaching in Practice is a practical 'how-to' guide that provides an invaluable overview of Solution Focused Coaching skills and techniques. Reflecting upon published research on the solution focused approach, Bill O'Connell, Stephen Palmer and Helen Williams bring their own experiences of Solution Focused Coaching together with others in the field to cover topics such as: the coach-coachee relationship the role of technology in coaching inclusive coaching group and team coaching practical issues and skills. Incorporating coachee case studies, worksheets, practice tips and discussion points, the skills, strategies and techniques in this book are straightforward to apply and can be used in most coaching settings. This practical book is essential reading for experienced personal or executive coaches, managers considering introducing a new and better coaching culture for their staff, and for those just starting out on their coaching journey.

The Next Generation of Solution Focused Practice shows how practitioners help create change by 'stretching the world' of their clients. The book brings new ideas from enactive cognition which show how

skilled attention on the client and their words is important both practically and conceptually. It provides both a summary of the development of Solution Focused Brief Therapy (SFBT) over time and how the latest developments form a newly coherent form of practice based on developing descriptions. The author has structured the book using simple and easy to understand metaphors to paint a rich, creative, and visual picture of therapy for the reader, which makes it an accessible read. This book will be of interest to a wide range of SF practitioners internationally, as well as to those involved in coaching, counselling, family therapy, education, social work, healthcare and organisational change.

The world is changing. The first century of the third millennium has seen exponential growth and advancement in almost all areas, and makes the last century of the second millennium look like a rusty old steam train by comparison. The 'digital revolution' is no longer a revolution. Practically anyone can publicise their outlook, whilst having access to a wealth of information at the click of a button. And this levels out the playing field in an unprecedented and unpredictable way. So how can anyone stand out? How can anyone gain a competitive advantage? How can anyone master more influence? How can anyone lead? The answer lies in coaching: a discipline that enhances performance by generating meaning through the art of relating. In *Coaching for Impact*, Vassilis Antonas brings together his dual expertise in executive coaching and psychotherapy to present a transformative, evolutionary approach. The book examines methodology, presence and fundamental skills and includes a new, innovative model of leadership. Antonas also uses Jungian concepts to address the coach's internal disposition, supporting their evolution and transformation. *Coaching for Impact* equips trainee and beginner coaches with an A to Z of executive coaching and engages seasoned practitioners to an uncompromised pursuit of excellence by pushing the boundaries of leadership coaching. It will appeal to executive and leadership coaches at all levels, including those in training.

*Solution Focused Coaching for Adolescents* explains the principles and attitude of the popular 11-step, Mission Possible, Solution Focused Coaching program for working with adolescents. By comparing the Mission Possible principles with the 'normal' way of problem-solving in coaching scenarios, the author makes the theoretical structure and conversational style of the program easy to learn for professionals. Applied both individually and as a group activity, Mission Possible is a learning experience that makes fulfilling dreams and achieving goals easier for teenagers and young adults. It helps to make difficult things accessible for them by using one's own strengths and resources. The book is filled with detailed case studies and useful coaching tools, breaking the program down into five themes, outlining the goals, the process, and any potential pitfalls. This practical book is intended for coaches, youth counselors, trainers, teachers, mentors, and therapists who want to coach young people using the clear step-by-step Mission Possible-program, and all those working in pastoral roles with children and adolescents.

*Life Coaching Skills* by Dr Richard Nelson-Jones is an excellent introduction to this rapidly expanding field of work. I can thoroughly recommend this book for both experienced and neophyte coaches. Practitioners from other professions and the layperson may also find the skills useful' - Professor Stephen Palmer, Coaching Psychology Unit, City University 'This book provides a wealth of information and expertise founded on tried and tested interventions and cannot fail to improve the skill level of existing coaches as well as those entering the Life Coaching arena' - Gladeana McMahon, Head of Coaching Fairplace plc, Co-Director, Centre for Coaching Life coaching is a rapidly growing area with more and more people seeking help to lead satisfying and successful lives. *Life Coaching Skills* provides a practical introduction to the skills needed to be an effective life coach and incorporates a wide range of practical activities for coaches to use to help their clients develop self-coaching skills. Written by leading skills expert, Richard Nelson-Jones, the book presents a four stage life coaching model based around the core concepts of relating, understanding, changing and client self-coaching. It explores the central skills of coaching used within the model including: establishing the coaching relationship; assessment and goal setting; presentation; demonstration, and consolidation. The main focus of the book is on one-to-one life coaching particularly concerning relationship, work, and health issues. The specific skills needed for working with groups are also discussed and ethical issues and dilemmas related to coaching are explored. *Life Coaching Skills* is ideal for anyone interested in becoming a life coach and for use in training.

An easy-to-read, pocket-sized primer on brief coaching basics. This is a highly practical and condensed introduction to solution-focused coaching, offering a simple and clear structure for coaching sessions that is easy to learn. Content is illuminated through exemplary dialogues from real coaching sessions and bullet-point toolboxes for greater variety of choice. Narrative explanations create a helpful framework for understanding the general idea of coaching and the practicalities of the solution focused approach. Several illustrating graphs and symbols give the book an easy to read, light touch. The book targets beginners in coaching who are looking for simple guidance and step-by-step ideas in their learning process. Topics include: What is coaching? • Coaching—simple, concise and effective • Overview: Major elements of the coaching conversation • Contracting—before you start • Coaching agreement for the first session • Preferred Future • Resources and forerunners of solutions • Small steps and clues of upcoming progress • Session conclusion • Follow-up sessions • Brief coaching of executives—three examples • Beyond technique—continuous learning as a coach

The most effective leader behaves more like a coach Authors Bill Eckstrom and Sarah Wirth have spent a decade researching the activities, behaviors, and performance of leaders. After studying more than 100,000 coaching interactions in the workplace, primarily of sales teams, they have been able to determine how coaching affects team outcomes and growth. The authors share three critical performance drivers, along with the four high-growth activities that coaches must execute to build a team that is motivated to achieve at the highest levels. Through both hard data and rich stories, Eckstrom and Wirth demonstrate how leaders can measure and improve their coaching to lead their teams to better results. *The Coaching Effect* will help leaders at all levels understand the necessity of challenging people out of their comfort zone to create a high-growth organization. Leaders will learn how they can develop trust relationships, drive accountability and leverage growth experiences to propel their team members to the highest levels of success.

**BUSINESS STRATEGY.** "The 4 Disciplines of Execution" offers the what but also how effective execution is achieved. They share numerous examples of companies that have done just that, not once, but over and over again. This is a book that every leader should read! (Clayton Christensen, Professor, Harvard Business School, and author of "The Innovator's Dilemma.") Do you remember the last major initiative you watched die in your organization? Did it go down with a loud crash? Or was it slowly and quietly suffocated by other competing priorities? By the time it finally disappeared, it's likely no one even noticed. What happened? The whirlwind of urgent activity required to keep things running day-to-day devoured all the time and energy you needed to invest in executing your strategy for tomorrow. "The 4 Disciplines of Execution" can change all that forever.

You're trying to help--but is it working? Helping others is a good thing. Often, as a leader, manager, doctor, teacher, or coach, it's central to your job. But even the most well-intentioned efforts to help others can be undermined by a simple truth: We almost always focus on trying to "fix" people, correcting problems or filling the gaps between where they are and where we think they should be. Unfortunately, this doesn't work well, if at all, to inspire sustained learning or positive change. There's a better way. In this powerful, practical book, emotional intelligence expert Richard Boyatzis and Weatherhead School of Management colleagues Melvin Smith and Ellen Van Oosten present a clear and hopeful message. The way to help someone learn and change, they say, cannot be focused primarily on fixing problems, but instead must connect to that person's positive vision of themselves or an inspiring dream or goal they've long held. This is what great coaches do--they know that people draw energy from their visions and dreams, and that same energy sustains their efforts to change, even through difficult times. In contrast, problem-centered approaches trigger physiological responses that make a person defensive and less

open to new ideas. The authors use rich and moving real-life stories, as well as decades of original research, to show how this distinctively positive mode of coaching—what they call "coaching with compassion"—opens people up to thinking creatively and helps them to learn and grow in meaningful and sustainable ways. Filled with probing questions and exercises that encourage self-reflection, *Helping People Change* will forever alter the way all of us think about and practice what we do when we try to help.

• More than 500 appearances on national bestseller lists • #1 *Wall Street Journal*, *New York Times*, and *USA Today* • Won 12 book awards • Translated into 35 languages • Voted Top 100 Business Book of All Time on Goodreads People are using this simple, powerful concept to focus on what matters most in their personal and work lives. Companies are helping their employees be more productive with study groups, training, and coaching. Sales teams are boosting sales. Churches are conducting classes and recommending for their members. By focusing their energy on one thing at a time people are living more rewarding lives by building their careers, strengthening their finances, losing weight and getting in shape, deepening their faith, and nurturing stronger marriages and personal relationships. YOU WANT LESS. You want fewer distractions and less on your plate. The daily barrage of e-mails, texts, tweets, messages, and meetings distract you and stress you out. The simultaneous demands of work and family are taking a toll. And what's the cost? Second-rate work, missed deadlines, smaller paychecks, fewer promotions--and lots of stress. AND YOU WANT MORE. You want more productivity from your work. More income for a better lifestyle. You want more satisfaction from life, and more time for yourself, your family, and your friends. NOW YOU CAN HAVE BOTH — LESS AND MORE. In *The ONE Thing*, you'll learn to \* cut through the clutter \* achieve better results in less time \* build momentum toward your goal\* dial down the stress \* overcome that overwhelmed feeling \* revive your energy \* stay on track \* master what matters to you *The ONE Thing* delivers extraordinary results in every area of your life--work, personal, family, and spiritual. WHAT'S YOUR ONE THING?

The revolutionary yet radical alternative—the solutions-focused approach—to discovering what works at work.

Twelve experienced coaches and collaborators with the Executive Coaching Unit of IESE Business School take you on a journey exploring different key moments of the coaching process. They touch upon some of the central themes of executive coaching: resilience, motivation, leadership, difficult relationships, decision-making, happiness and more. With an easy-to-read, humble and enjoyable writing style, the book combines real-life cases with explanations of simple and efficient coaching tools and concepts. An essential read for executives, human resources managers, and anyone interested in excellence, both in life and in business.

Coaching is an essential skill for leaders. But for most busy, overworked managers, coaching employees is done badly, or not at all. They're just too busy, and it's too hard to change. But what if managers could coach their people in 10 minutes or less? In Michael Bungay Stanier's *The Coaching Habit*, coaching becomes a regular, informal part of your day so managers and their teams can work less hard and have more impact. Coaching is an art and it's far easier said than done. It takes courage to ask a question rather than offer up advice, provide an answer, or unleash a solution. Giving another person the opportunity to find their own way, make their own mistakes, and create their own wisdom is both brave and vulnerable. It can also mean unlearning our "fix it" habits. In this practical and inspiring book, Michael shares seven transformative questions that can make a difference in how we lead and support. And, he guides us through the tricky part - how to take this new information and turn it into habits and a daily practice. -Brené Brown, author of *Rising Strong* and *Daring Greatly* Drawing on years of experience training more than 10,000 busy managers from around the globe in practical, everyday coaching skills, Bungay Stanier reveals how to unlock your peoples' potential. He unpacks seven essential coaching questions to demonstrate how---by saying less and asking more--you can develop coaching methods that produce great results. - Get straight to the point in any conversation with The Kickstart Question - Stay on track during any interaction with The AWE Question - Save hours of time for yourself with The Lazy Question, and hours of time for others with The Strategic Question - Get to the heart of any interpersonal or external challenge with The Focus Question and The Foundation Question - Finally, ensure others find your coaching as beneficial as you do with The Learning Question A fresh, innovative take on the traditional how-to manual, the book combines insider information with research based in neuroscience and behavioural economics, together with interactive training tools to turn practical advice into practiced habits. Dynamic question-and-answer sections help identify old habits and kick-start new behaviour, making sure you get the most out of all seven chapters. Witty and conversational, *The Coaching Habit* takes your work--and your workplace--from good to great.

Like so many helping professionals today, coaches are discovering that the most effective treatment plan is not always the one that takes the most time. Perhaps more so than in any other situation, coaching allows practitioners to quickly forge collaborative relationships with their clients and help them maximize their performance in work and in life. *Brief Coaching for Lasting Solutions* teaches coaches how to conduct conversations that are most useful to clients in achieving their goals within a brief period of time. The authors, two of the leading practitioners of the brief coaching method, masterfully guide readers through the steps of this process—from the initial meeting to follow-up sessions to troubleshooting setbacks—while illustrating essential skills with ample case examples. This book is written for coaches who want to reduce the time it takes to provide effective coaching while making the best use possible of resources the client brings to the table. At the same time it is written for the benefit of today's clients, so many of whom want to avoid coaching that is time-intensive and costly, and instead seek coaching that is organized, efficient, and affordable. Whether your clients seek a solution to a specific problem or strive toward a more general life goal, this invaluable resource will put you on the path to brief coaching success.

Over the last three decades sports coaching has evolved from a set of customary practices based largely on tradition and routine into a sophisticated, reflective and multi-disciplinary profession. In parallel with this, coach education and coaching studies within higher education have developed into a coherent and substantial field of scholarly enquiry with a rich and sophisticated research literature. The *Routledge Handbook of Sports Coaching* is the first book to survey the full depth and breadth of contemporary coaching studies, mapping the existing disciplinary territory and opening up important new areas of research. Bringing together many of the world's leading coaching scholars and practitioners working across the full range of psychological, social and pedagogical perspectives, the book helps to develop an understanding of sports coaching that reflects its complex, dynamic and messy reality. With more importance than ever before being attached to the role of the coach in developing and shaping the sporting experience for participants at all levels of sport, this book makes an important contribution to the professionalization of coaching and the development of coaching theory. It is important reading for all students, researchers and policy makers with an interest in this young and flourishing

area.

The revolutionary guide that challenged businesses around the world to stop selling to their buyers and start answering their questions to get results; revised and updated to address new technology, trends, the continuous evolution of the digital consumer, and much more In today's digital age, the traditional sales funnel—marketing at the top, sales in the middle, customer service at the bottom—is no longer effective. To be successful, businesses must obsess over the questions, concerns, and problems their buyers have, and address them as honestly and as thoroughly as possible. Every day, buyers turn to search engines to ask billions of questions. Having the answers they need can attract thousands of potential buyers to your company—but only if your content strategy puts your answers at the top of those search results. It's a simple and powerful equation that produces growth and success: They Ask, You Answer. Using these principles, author Marcus Sheridan led his struggling pool company from the bleak depths of the housing crash of 2008 to become one of the largest pool installers in the United States. Discover how his proven strategy can work for your business and master the principles of inbound and content marketing that have empowered thousands of companies to achieve exceptional growth. They Ask, You Answer is a straightforward guide filled with practical tactics and insights for transforming your marketing strategy. This new edition has been fully revised and updated to reflect the evolution of content marketing and the increasing demands of today's internet-savvy buyers. New chapters explore the impact of technology, conversational marketing, the essential elements every business website should possess, the rise of video, and new stories from companies that have achieved remarkable results with They Ask, You Answer. Upon reading this book, you will know: How to build trust with buyers through content and video. How to turn your web presence into a magnet for qualified buyers. What works and what doesn't through new case studies, featuring real-world results from companies that have embraced these principles. Why you need to think of your business as a media company, instead of relying on more traditional (and ineffective) ways of advertising and marketing. How to achieve buy-in at your company and truly embrace a culture of content and video. How to transform your current customer base into loyal brand advocates for your company. They Ask, You Answer is a must-have resource for companies that want a fresh approach to marketing and sales that is proven to generate more traffic, leads, and sales.

This book reviews the full coaching outcome research literature to examine the arguments and evidence behind the use of executive coaching. Erik de Haan presents the definitive guide to what works in coaching and what changes coaching brings about, both for individual coaches and for organisations and commissioners. Accessibly written and based on contemporary quantitative research into coaching effectiveness, this book considers whether we know that coaching works, and, if so, whom it works for, and what it offers to those involved. What Works in Executive Coaching considers the entire body of academic literature on quantitative research in executive and workplace coaching, assessing the significant results and explaining how to apply them. Each chapter contains direct applications to coaching practice and clearly evaluates the evidence, defining what really works in executive coaching. Alongside its companion volume Critical Moments in Executive Coaching, this book is an essential guide to evidence-based effectiveness in coaching. It will be a key text for all coaching practitioners, including those in training.

This book offers a new perspective on the subconscious and non-verbal processes through which people learn and communicate with each other in groups. Describing these processes in the context of modern organisational life, it provides practical advice about how to do group and team coaching. Introducing key concepts from psychology, group analysis and systems theory, Group and Team Coaching gives practical guidance on core areas of group coaching: team coaching, group supervision, action learning sets and other learning groups. Casting new light on the 'secret life' of groups and teams, it discusses: the invisible processes of group dynamics pitfalls of group coaching and how to avoid them how to design coaching interventions common dilemmas ethics and supervision With many vignettes and case studies, Group and Team Coaching is essential reading for coaches who work with groups and teams.

This book defies conventional wisdom that suggests that identifying a problem is a sure path to uncovering a solution. The authors' original and radically pragmatic SIMPLE model instead shows how to sidestep the search for specific causes of trouble and head straight for the practical and innovative ideas to deal with difficult people, unravel complex strategic issues, or build strong teams.

Brief Coaching with Children and Young People: A Solution Focused approach is the first book of its type to describe the thinking and practice of Solution Focused coaching with these age groups. The approach empowers young people to find their own solutions in the shortest possible time, focusing on where they want to get to rather than the details of the problem they are concerned about. The authors' emphasis on practical and straightforward techniques and materials will equip all those interested in working with and supporting young people and their families to help them achieve their hopes for the future. The book is illustrated with numerous examples from the coaching practice of the authors in different settings, with a particular emphasis on challenging cases. As a whole, it serves as a key resource for working with children and young people, but each chapter can also be read individually to enhance the reader's understanding of the topic. Downloadable resources are available online which enhance the practicality of the text. Ratner and Yusuf have created a practical, jargon-free resource for all those who work with and support children, young people and their families. It will be invaluable for coaches, therapists and counsellors as well as anyone who interacts with children and young people, including social workers, teachers and mentors and foster parents.

This book offers an approach to business and executive coaching that properly aligns the practice in the culture of business through the use of a relational "coaching axis" that helps to manage the complexity of the organisation and the individual as dual clients. Business and executive coaching occurs within an organisational context with the goal of promoting success at all levels of the organisation by affecting the actions of those being coached (Worldwide Association of Business Coaches, 2007). This form of coaching is distinct from other types in two ways, firstly it is focused on achieving business outcomes, and secondly, both the individual being coached and the sponsoring organization are simultaneously the client. This book explains how a coach manages the complexity of helping these two clients by acting as a narrative bridge between their stories. It offers a relational approach which resists remedial or curative notions born from coaching's human science roots and instead aligns to workplace realities.

From a founding member of the coaching movement comes a detailed guide to mastering one of a coach's toughest skills: thoughtfully reflecting clients' words and expressions back to them so they see themselves and their world through new eyes. "Coaches rely far too much on asking open-ended questions," says Marcia Reynolds. But questions only seek answers—inquiry provides insight. When, instead of just questions, clients hear their thoughts, opinions, and beliefs spoken by someone else, it prompts them to critically consider how their thinking affects their goals. Reynolds cites the latest brain science to show why reflective inquiry works and provides techniques, tips, and structures for creating breakthrough conversations. This book will free coaches from the cult of asking the magical question by offering five essential practices of reflective inquiry: focus on the person, not the problem; summarize what is heard and expressed; identify underlying beliefs and assumptions; unwrap the desired outcome; and articulate insights and commitments. Using these practices, combined with a respectful and caring presence, helps create a space where clients feel safe, seen, and valued for who they are. Coaches become change

agents who actively recharge the human spirit. And clients naturally dive deeper and develop personalized solutions that may surprise even the coach.

When you need to discover what works in the workplace, *The Solutions Focus: Making Coaching and Change SIMPLE* offers a powerful yet subtle way to foster positive change. With this revolutionary and practical alternative to traditional problem solving, you can learn how to envision your desired future and move swiftly toward it. The Solutions Focus details the SIMPLE plan and a unique way of working that fosters customized and organization-specific solutions for every problem. Radically pragmatic and proven in many fields, this method goes to the heart of what works for people, teams and organizations. This second updated and extended edition provides an enhanced focus on coaching and offers fascinating and wide-ranging new case studies that illustrate how these ideas are being applied in organizations worldwide, from television companies to government agencies to individual teams. The authors show you how to identify what is working in your organization and how to amplify it by focusing on what is possible rather than what isn't. The basic principles are simple: identify what works and do more of it, and stop doing what doesn't work and try something different. Packed with field-tested tools, exercises and case examples, *The Solutions Focus* will interest anyone who wants practical, innovative workplace solutions for doing more with less. Visit the Solutions Focus website at [www.thesolutionsfocus.com](http://www.thesolutionsfocus.com).

A researcher and consultant burrows deep inside the heads of one modern two-career couple to examine how each partner processes the workday—revealing how a more nuanced understanding of the brain can allow us to better organize, prioritize, recall, and sort our daily lives. Emily and Paul are the parents of two young children, and professionals with different careers. Emily is the newly promoted vice president of marketing at a large corporation; Paul works from home or from clients' offices as an independent IT consultant. Their days are filled with a bewildering blizzard of emails, phone calls, more emails, meetings, projects, proposals, and plans. Just staying ahead of the storm has become a seemingly insurmountable task. In *Your Brain at Work*, Dr. David Rock goes inside Emily and Paul's brains to see how they function as each attempts to sort, prioritize, organize, and act on the vast quantities of information they receive in one typical day. Dr. Rock is an expert on how the brain functions in a work setting. By analyzing what is going on in their heads, he offers solutions Emily and Paul (and all of us) can use to survive and thrive in today's hyperbusy work environment—and still feel energized and accomplished at the end of the day. In *Your Brain at Work*, Dr. Rock explores issues such as: why our brains feel so taxed, and how to maximize our mental resources why it's so hard to focus, and how to better manage distractions how to maximize the chance of finding insights to solve seemingly insurmountable problems how to keep your cool in any situation, so that you can make the best decisions possible how to collaborate more effectively with others why providing feedback is so difficult, and how to make it easier how to be more effective at changing other people's behavior and much more.

This bestselling book introduces you step-by-step to the key skills needed to become a successful coach. Supported by an Online Resource site with over 70 videos of coaching in action, this practical book will be an invaluable resource for novices and trainee coaches. To access the exclusive SAGE Videos, please see the code on the inside front cover of your textbook and click on "Login" above. If you have purchased the eBook from Amazon or another online retailer, please email [UK.DigitalContent@sagepub.co.uk](mailto:UK.DigitalContent@sagepub.co.uk)

"When you find yourself alone after a relationship breakdown and the future you once had planned has evaporated, where and how do you start to create a new future? This book can be used by the reader individually or with a life coach alongside, to support the individual to create the first steps towards a new future and a 'road map' on how to get there. Dee Wilkinson uses a coaching approach throughout the workbook, taking the reader through a logical 10 step process to design a brighter future that will be in line with their authentic self. There are exercises, tools and techniques for the reader to work through to help understand themselves fully, therefore creating better long-term decision making. A life coach can also use the resource to support the reader's journey through the steps by asking coaching questions, offering insights and challenges as necessary to keep the reader on track. Many texts are aimed at helping people understand the psychology of why they were in a relationship whereas this workbook enables people to take tangible steps to move on with their lives. It will be of great help to individuals seeking to move on from toxic relationships, as well as life coaches and other mental health professionals"--

*Brief Coaching* offers a new approach to coaching by considering how the client will know when they have reached their goal, and what they are already doing to get there. The coach aims to work towards the solution rather than working away from the problem, so that the client's problem is not central to the session, but instead the coach and the client work towards the client's preferred future. This book employs case examples and transcripts of sessions to offer guidance on: looking for resources rather than deficits exploring possible and preferred futures examining what is already contributing to that future treating clients as experts in all aspects of their lives. This practical guide includes summaries and activities for the coach to do with the client and will therefore be a useful tool for both new and experienced coaches, as well as therapists branching into coaching who want to add to their existing skills.

The book provides a tool kit for managers tasked with raising performance and sustaining motivation. Organisations are being judged by the way in which they accommodate the needs of the individual in work and life-style terms. In this context, the 'smart' employer will not only be looking to develop policies that retain talent through recognising their work-life issues, they will be equipping their managers to manage that talent in ways which maximise the contribution that individual can make. The text introduces managers to techniques largely drawn from Brief Therapy (De Shazer & Berg). Brief Therapy is used in the UK, but primarily by social workers, psychologists and counsellors. It's application to work settings is now growing. The attraction of a Solution Focussed approach to coaching is that it offers pragmatic tools that help managers structure helping conversations. The book presents the principles of solution focussed thinking in a language that is readily understandable by managers, and shows how those principles can be applied to a range of issues which managers may find themselves facing as willing or enforced coaches. The book places coaching as an activity which can be done as part of the daily process of management.

In *The Art of Dialogue in Coaching*, Reinhard Stelter invites readers to engage in transformative and fruitful dialogues in everyday working life, and provides the theory and tools for them to be able to do so. Presented in three parts, the book provides a complete overview of the importance of dialogue and how it can be utilised. Part I, Theoretical basis, examines third-generation coaching as a collaborative dialogue form, the societal context of the coaching process and the concept of identity in modern society. Part II, Basic themes of fruitful dialogue, examines meaning-making, value and the narrative perspective, and their significance in creating a new dialogue culture. Finally, Part III, Reflections on dialogue practice, explores the art of being a supporting dialogue guide, drawing on a number of theoretical perspectives and focusing on developing relational competencies. Stelter emphasises that taking the time to linger opens new possibilities for fundamental self-insight, and clearly explains how dialogue provides us with a framework for acting in the world with personal integrity. *The Art of Dialogue in Coaching* will be an essential guide for coaches in practice and in training, coaching psychologists and professionals with a coaching role, including mentors, consultants and leaders. In particular, it will appeal to those looking to conduct dialogue as an art form, enhancing their work as a co-creative and collaborative guide.

Group Coaching is everything you need to run successful coaching sessions effectively. Based on 20 years of HR, consulting and practical coaching experience, this book offers tools, tips,

ideas, different perspectives and easy-to-use templates. Group coaching on its own is a powerful tool and when linked to your talent strategy becomes the means to optimize collective talent in any organization.

Practical Sports Coaching is a thorough and engaging guide for all sports coaching students and practitioners. Drawing on real-life case studies and examples, the book is designed to develop practical coaching skills and provides readers with the methods and tools they need to become an expert coach. Structured around all facets of the coaching process, the text comprehensively covers topics such as: preparation for coaching mentoring the philosophy of coaching direct intervention coaching methods the use of modern technology. The book's practical approach allows the reader to consider common challenges faced by coaches, suggesting solutions to performance concerns and preparing students for the realities of professional sports coaching. A companion website containing presentation slides and useful weblinks makes the book a complete resource for students and lecturers alike. Practical Sports Coaching helps to bridge the gap between theory and practical coaching skills, and is an essential text for coaching students looking to deepen their understanding of sports coaching and experienced coaches developing their own practical skills.

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