



KUZUKO GROUP

IChemE Career Solutions Webinar Series

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Chemical Engineers Benevolent Fund.*

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Series Overview



Title of Webinar	Date
Session 1 - Transferable Skills	11 th November 2020
Session 2 - CV and Cover Letter	18 th November 2020
Session 3 - Using LinkedIn to Improve Personal Branding and Digital Fluency	25 th November 2020
Session 4 - Job Search Strategy	2 nd December 2020
Session 5 - Interview Techniques	9 th December 2020
Session 6 - Coaching, Mentoring and NLP	16th December 2020

Time: 6.30pm (UK time)



Session 6 Agenda – Coaching, Mentoring and NLP

1. Benefits and differences between coaching and mentoring.
2. Coaching tools to support professional development.
3. Neuro Linguistics Programming (NLP) as a tool to support new behaviour generation and professional development.
4. Questions and Answers.



Coaching vs. Mentoring

Coaching is **complimentary** to mentoring, but they're not the same!

Are you aware of the differences?

Both provide a **confidential space** to help you develop professionally and personally.

COACHING

Set meaningful goals, assess your reality and options, declutter and commit to manageable actions.
Coaching can be effective irrespective of the focus area.

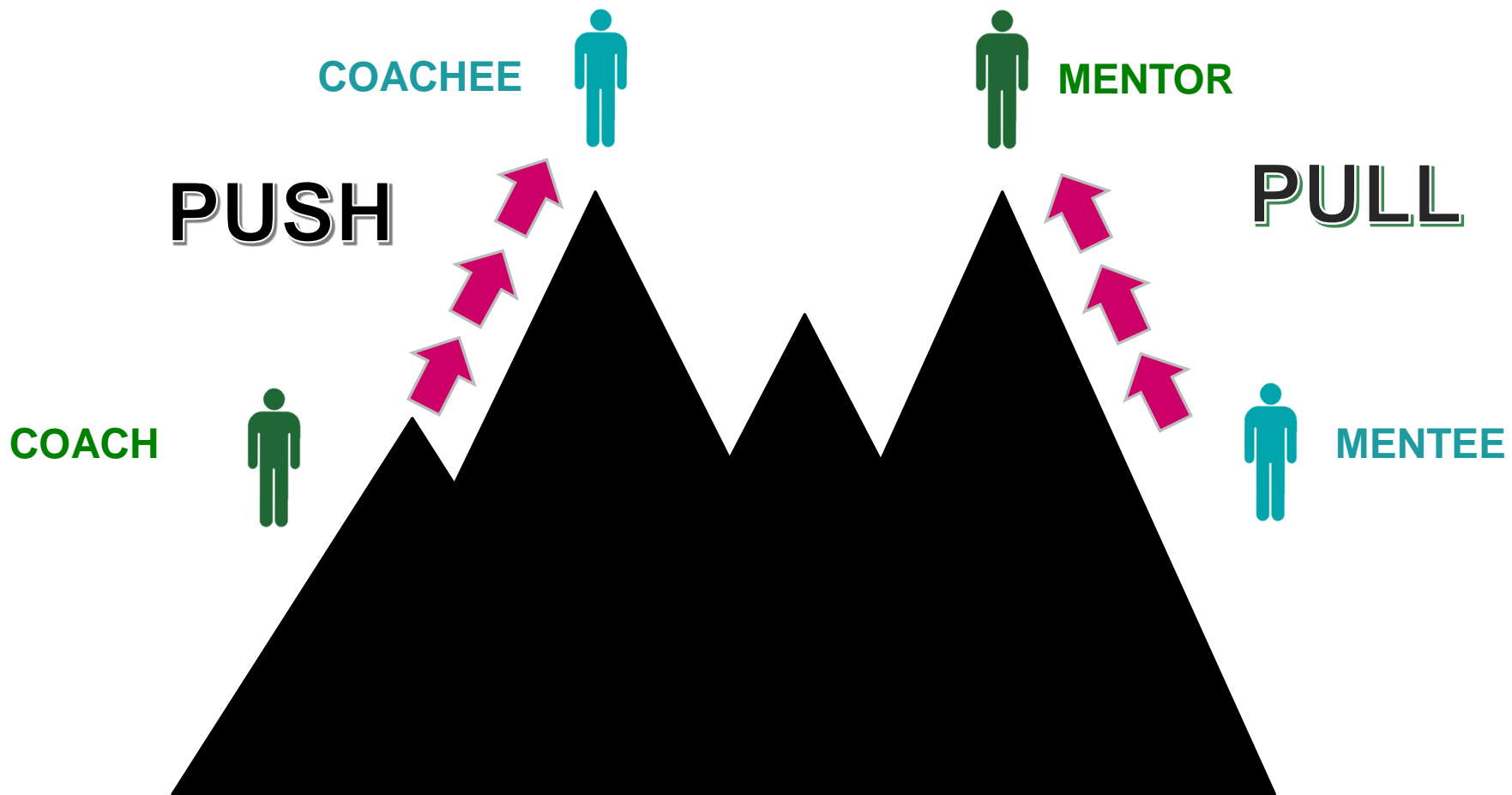
EXAMPLE - a Coach can assist you in public speaking without actually being a public speaker.

MENTORING

Effective if the mentor is already experienced in the focus area of the mentee.

EXAMPLE - a Chartered Engineer could mentor another Engineer in becoming Chartered.

Coaching vs. Mentoring



Finding your Coach or Mentor

**Be brave
enough to
start a
conversation
that matters.**

1. Attend events and **network**.
2. Browse **LinkedIn**.
3. Seek support from the **IChemE**.
4. Find someone who's approach appeals to you and someone that you feel you will get along with – do your **chemistry check**.
5. Explain what you're trying to achieve with a mentoring/coaching relationship.
6. You don't have to have 5/10 years mapped out like they ask in interviews. A good mentor/coach **will help direct you** on your journey and next steps.

Coaching and Mentoring



Coaching Benefits

Helps when your unconscious map of the world is not aligned with your conscious actions.

Helps identify your unique skills, talents, motivations and passions.

Provides an accountability partner to simply help you get things done and help you focus on high value activities.

Helps identify the obstacles that are making you feel stuck, help you declutter, overcome challenges and move forward in a way that is manageable and fun.

Coaching Benefits



Helps in shifting mindset and new behaviour generation to place you in more resourceful states on demand to achieve more of your goals sooner.

Helps overcome your self-limiting beliefs, fears, and draw your attention, focus and energy to your unique value and the benefits to you of achieving your specific goals.

Helps improve interactions between yourself and other professionals making you more focused, useful and impactful in a professional and business environment.

Increase your self-awareness, develop a resourceful mindset, understand your behaviour and emotions to enhance your emotional intelligence and well-being.

Mentoring Benefits

Benefits to Mentors	Benefits to Mentees	Benefits to Organisations
<ul style="list-style-type: none"> • Creates opportunity for Mentors to share their experience and thus 'enriches' Mentors. • Creates opportunity to be recognised. • It provides an opportunity to do something fun and different to normal duties. 	<ul style="list-style-type: none"> • Provides professional affirmation. • Reduces isolation. • Provides meaningful learning experiences and an opportunity for personal and professional growth. 	<ul style="list-style-type: none"> • Improves integration of new employees. • Increases communication, networking and openness/transparency in organisations. • Improves employee satisfaction. • Enhances career development. • Creates a learning culture.

Ways to Cultivate a Coaching/Mentoring Culture

On Demand Coaching

Leadership & Management Coaching

1-2-1 Mentoring

Professional 1-2-1 Coaching

Team Coaching

Coaching – Time & Energy Management

Before committing to activities that take up your precious time and energy, do you ask yourself:

- 1) Why am I doing it?
- 2) Do I enjoy it?
- 3) Is it time to de-clutter and focus on high value actions?



Coaching – Values

- Write down your values - understand your why.
- Listen to your heart, not just your head.

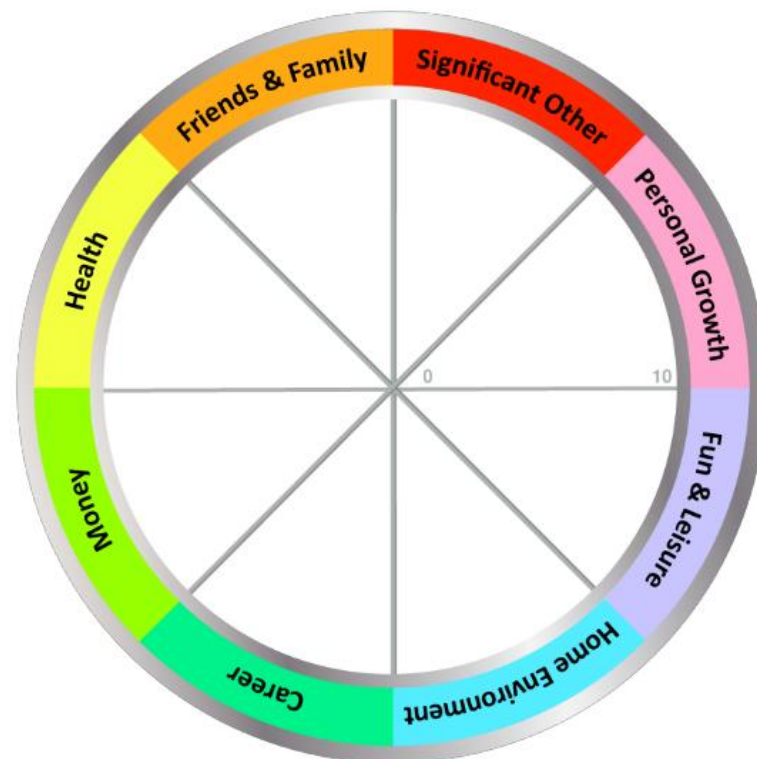


SAMPLE VALUES LIST

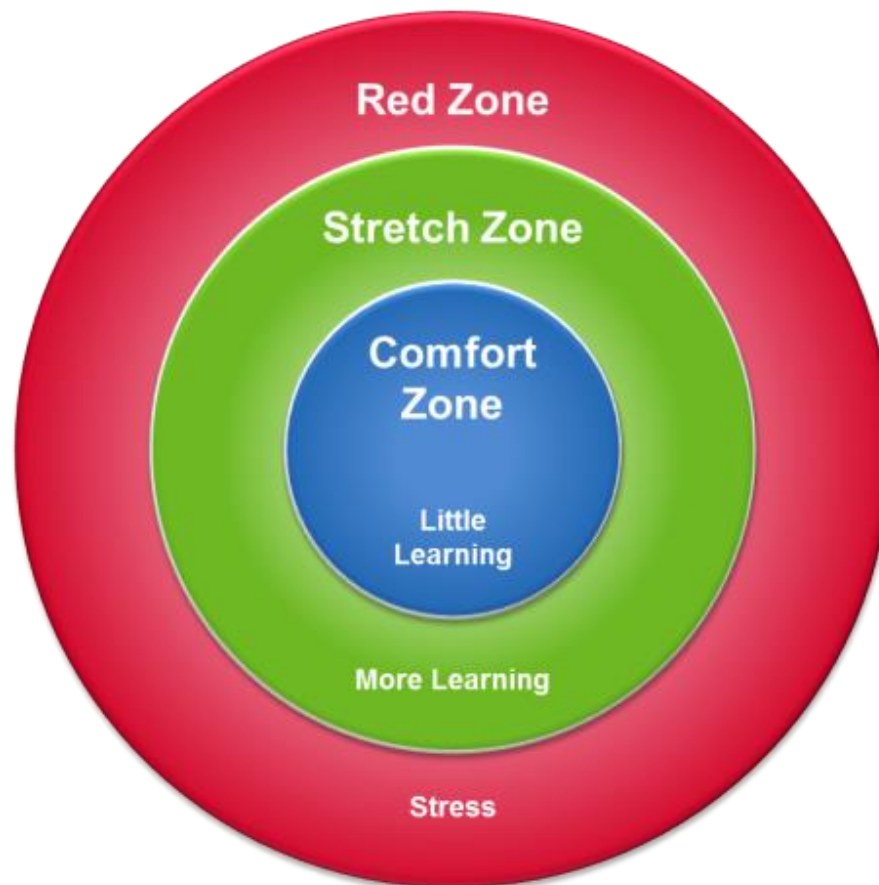
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|--------------------|-------------------|---------------------|
| 1. Accomplishment | 34. Focus | 67. Presence |
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| 6. Balance | 39. Generosity | 72. Romance |
| 7. Beauty | 40. Gentleness | 73. Safety |
| 8. Boldness | 41. Growth | 74. Self-Esteem |
| 9. Calm | 42. Happiness | 75. Service |
| 10. Challenge | 43. Harmony | 76. Simplicity |
| 11. Collaboration | 44. Health | 77. Spaciousness |
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| 21. Creativity | 54. Joy | 87. Unity |
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| 28. Empowerment | 61. Orderliness | 94. _____ |
| 29. Enthusiasm | 62. Participation | 95. _____ |
| 30. Environment | 63. Partnership | 96. _____ |
| 31. Excellence | 64. Passion | 97. _____ |
| 32. Fairness | 65. Patience | 98. _____ |
| 33. Flexibility | 66. Peace | 99. _____ |

Coaching – Wheel of life

- Boost your **intrinsic motivation** by focusing on your **personal values**.
- Score each of your values - **honestly**.
- Identify the values which you have scored **low**.
- Understand **why** you have scored them low.
- Consider what you can do to **increase the low score** to find more balance.
- Focus on what's **within your control**.



Coaching – Comfort Zone



Are you in your comfort zone?

Coaching – Managing & Overcoming Fears

- Fear of Missing Out
- Fear of Rejection
- Fear of Inadequacy
- Fear of Uncertainty
- Fear of Being Found out
- Fear of Change
- Fear of Losing Control
- Fear of Being Judged
- Fear of Getting Hurt
- Fear of Failure
- Fear of Success



Coaching – Managing your Inner Chatter, Self-limiting Beliefs & Emotions



- Have **better conversations** with yourself.
- Identify when your self-limiting beliefs are **getting in the way** by asking for advice or feedback.
- Identify when you are moving away from a resourceful state and **intentionally bring yourself back** to a resourceful state.
- Consider what behaviour is required to support your goals.
- Better reactions = better “you” friendly outcomes.

Coaching – GROW Model

1. **Goal** - this needs to be a SMART(ER) goal of what you want to achieve or your desired state.
2. **Reality** - this is your present state.
3. **Options** - this reviews options that are realistically available to you.
4. **Way Forward** - here we select the best option for you and assess your commitment to working towards the goal.



Place yourself in the **successful future** and notice how each option makes you feel.

Coaching – SMART(ER) Goal Setting

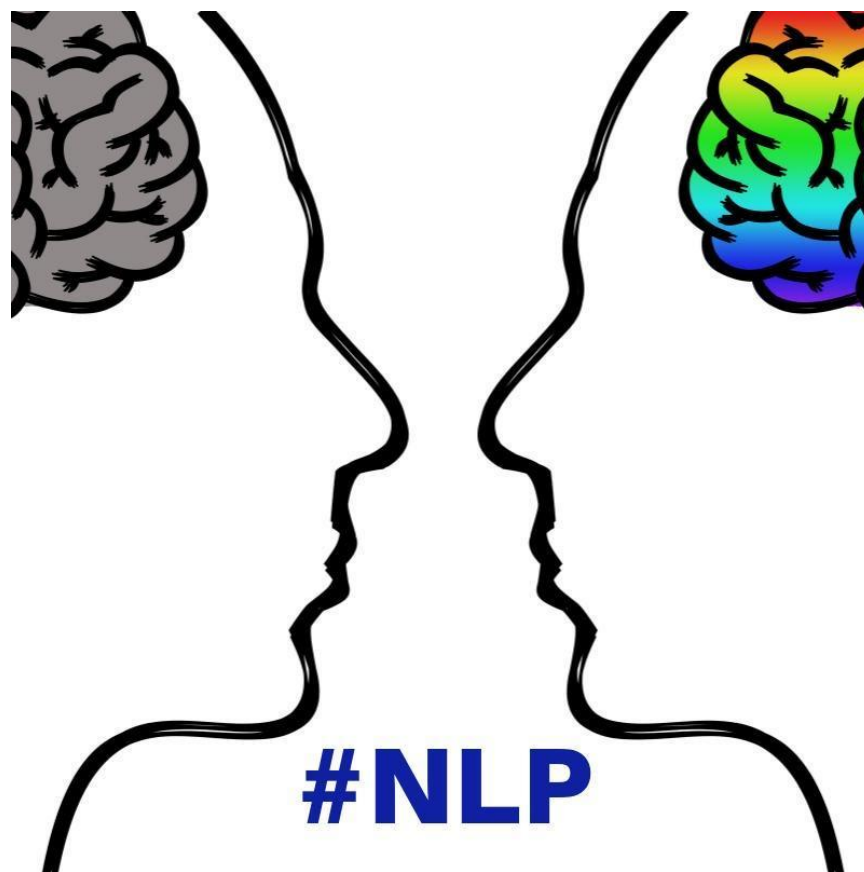


Have you set any goals recently?

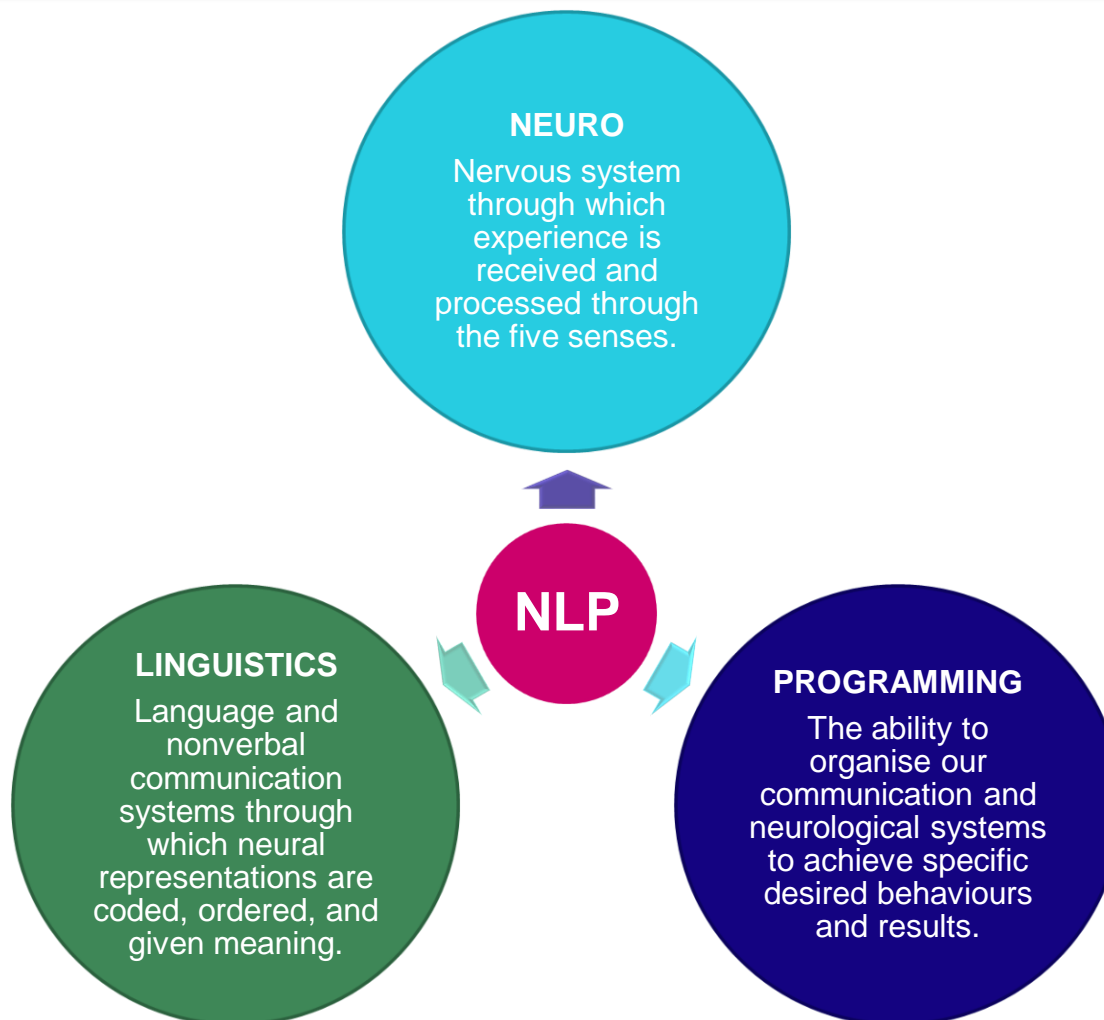
Are they **SMART(ER)**?

Neuro Linguistics Programming (NLP)

- NLP is sometimes described as the 'science of excellent communication'.
- This is where our thoughts (**Neuro**) are influenced by words (**Linguistic**) and are the drivers for follow-on actions (**Programming**).



Neuro Linguistics Programming (NLP)



NLP Presuppositions/Principles

Have respect for the other person's model of the world.

The map is not the territory.

Mind and body form a linked system.

If what you are doing isn't working, do something else.

Choice is better than no choice.

We are always communicating (even when silent).

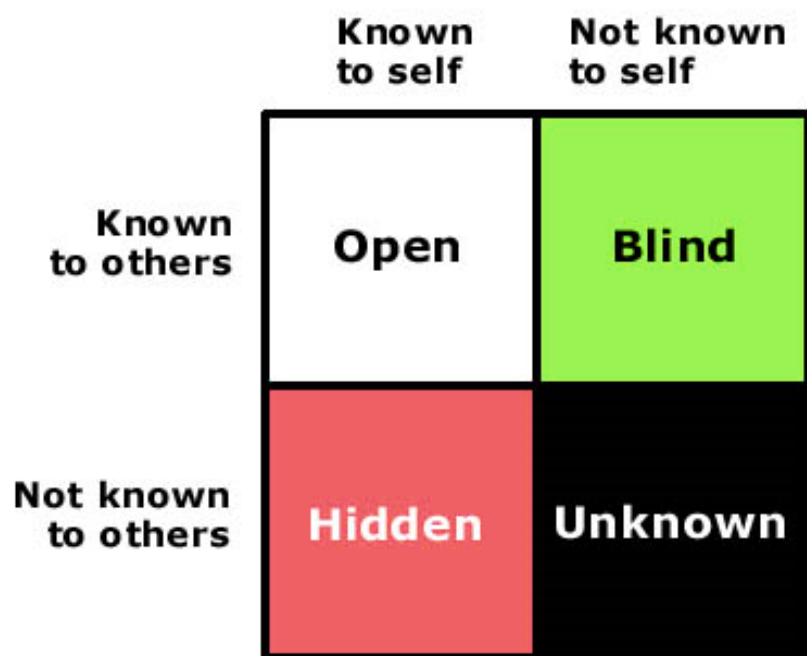
The meaning of your communication is the response you get.

There is no failure, only feedback.

Behind every behaviour there is a positive intention.

Anything can be accomplished if the task is broken down into small enough steps.

NLP – Increasing Self-Awareness



- Johari's Window: Uncover **blind spots** with advice and feedback.
- Understand your **strengths and weaknesses** and highlight **improvement** areas.
- Understand your **personal value proposition** and your **self-worth**.
- Identify your self-limiting beliefs.
- If you don't believe it, then the chances of others believing it and buying into you are low.

NLP – Mindset Shift (Fixed to Growth)





1. I'm either good at it, or I'm not.
2. When I'm frustrated, I give up.
3. I don't like to be challenged.
4. When I fail, I'm no good.
5. If others succeed, I feel threatened.
6. My abilities determine everything.
7. More of the same rather than the best year yet!

1. I can learn anything I want to.
2. When I'm frustrated, I persevere.
3. I want to challenge myself.
4. When I fail, I learn.
5. If others succeed, I'm inspired.
6. My effort and attitude determine everything.
7. Your best year yet instead of more of the same.



NLP – Rapport, Communication & Emotional Intelligence

- Build rapport through improved communication.
- Handle conflict with difficult people.
- Communication Skills – Verbal and Non-Verbal.
- Positive and Persuasive Language for improved negotiation skills and influence.
- Positive use of language can affect your behaviour and those you communicate with, and ultimately the outcome of the situation.

“People may hear your words,
but they feel your attitude.”

- John C. Maxwell

You

can have brilliant ideas,
but if you can not get
them across, your ideas
will not get you
anywhere.

Lee Iacocca

NLP – Recognising Patterns

- You have **patterns, habits, strategies, programs** for everything you do.
- Some of these patterns **serve you**, others do not – resulting in unwanted outcomes.
- Identify which patterns are leading to unwanted outcomes and **change them!**
- Who put your patterns, habits, strategies, programs in place? **You did!**
- So who can change them? **You can!**
- One of the biggest benefits of NLP is **raising awareness** of the patterns, habits, strategies, programs have been running unconsciously and then use NLP techniques to change them for more desirable outcomes.





1. Anchoring
 - Intentionally **recreating a resourceful emotion** while associating it with physical action.
2. Belief Change
 - Taking a deep dive into self-limiting beliefs and understanding their negative implications.
3. Reframing Thoughts
 - changing certain emotions towards an optimistic outcome i.e. act on what you want rather than what you don't want.

Time and Energy Management Action Sheet

INSTRUCTIONS:

1. Complete the table for better time and energy management.
 - a. List 5 things you are going to stop. Make a commitment to **stop them!**
 - b. List 5 things you are going to do less of. Make a commitment to **do less of them!**
 - c. List 5 things you are going to keep doing. Make a commitment to **keep doing them!**
 - d. List 5 things you are going to do more of. Make a commitment to **do more of them!**
 - e. List 5 things you are going to start. Make a commitment to **start them!**

No.	STOP	DO LESS	KEEP DOING	DO MORE	START
1					
2					
3					
4					
5					

Values Action Sheet

INSTRUCTIONS:

2. Make a list of 8 of your most important personal values.

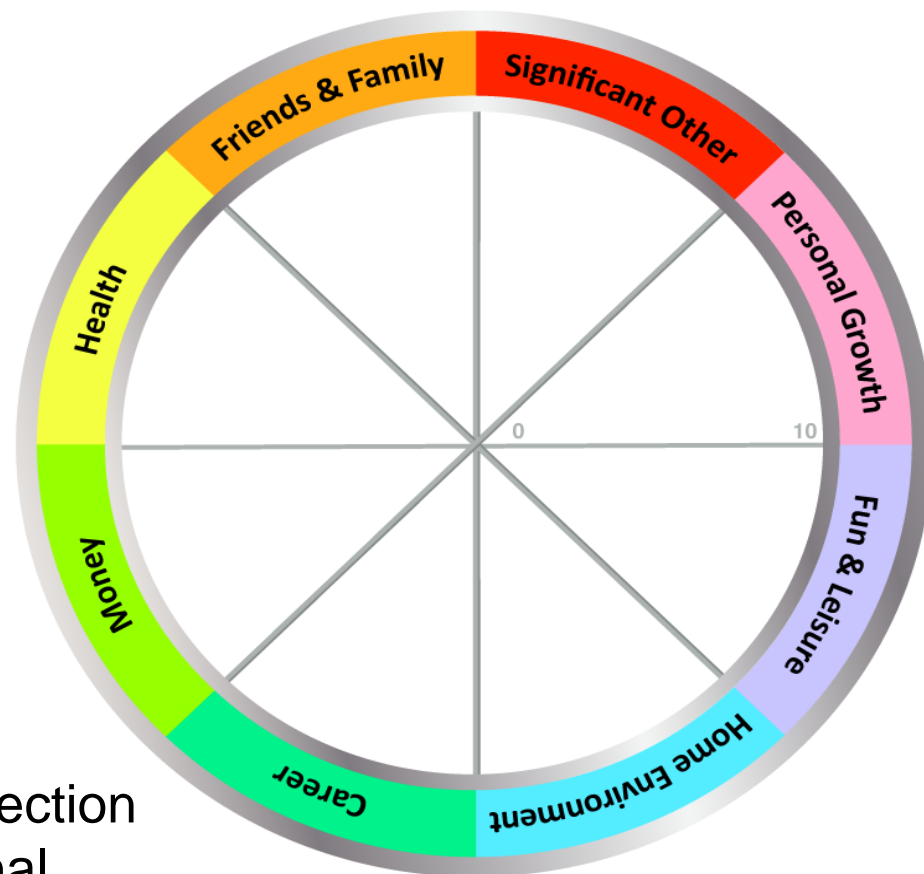
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Wheel of Life Action Sheet

INSTRUCTIONS:

3. Complete the wheel of life for those 8 values.
4. Identify areas of improvement from the wheel of life and incorporate these into your 2021 CPD plan.



IMPORTANT

- Use this as an opportunity for reflection and a means to be more intentional going forward.

Thank you for listening



Don't forget to **celebrate the little wins** and **be the best version of you** – for you and your loved ones!