

# Licensing Information – 90 Day Your Balanced Life™ Group Coaching Program

## From Jennifer Britton and Potentials Realized

### Program Overview:

The Your Balanced Life program is an interactive, group coaching process for people who are eager to explore and take action on issues related to work-life issues.



This is a 90 Day group coaching program (for groups of 15 members or less) with group calls being delivered every two weeks. Coaches have the option of adding on individual coaching calls as well.

The program can be delivered to in person or by phone. Suggestions are given for the facilitation of both.

This program has been delivered in a number of formats since 2004 by Coach Jennifer Britton, author of Effective Group Coaching (Wiley, 2010).

### Overview of the Program

#### The Program Structure:

#### **Session #1 – Welcome and Introductions. Where am I now?**

Core topics for this week:

- Welcome and Introduction
- Overview of program
- Introductions of Individual Members
- Ground Rules/Ways of Working
- Taking Stock of Where you are Now
- Useful Resources
- *Homework*

#### **Session 2 – Values – Our Inner Compass**

- What are values?
- Values work/discussion
- *Homework*

#### **Session 3 – Vision**

- Creating a Powerful Vision of Balance
- *Homework*

#### **Session 4 – What Makes Me Uniquely Me?**

- Strengths – Via Strengths
- SWOT

- What are you proud of accomplishing so far?
- *Homework*

### **Session 5 – Priorities, Time Management and Self-Care**

- My Most important Priorities
- Time Tracker
- What say yes to/no to
- *Homework*

### **Session 6 – Action Planning and Taking it Forward**

- Action Planning
- Celebration
- Sustaining The Learning

As a result of the program participants will:

- Reconnect with your most important values
- Clarify what your most important priorities are in your personal and professional life
- Develop a powerful vision of the future
- Acquire valuable time management tools to keep you focused and in balance
- Renew and recharge through exercises focused on self-care
- Develop a Balance Action Plan

### **Program Licensing Includes:**

- An overview of the program
- Electronic copy of Participant Retreat Workbook (In Word)
- Sample pre-program email
- Pre-program needs assessment questions
- Facilitator Resources:
  - o Timeline with key suggestions for coaches/facilitators to follow
  - o Individual (1-1) Coaching Sheet – potential questions you may wish to ask
  - o FAQ (Frequently Asked Questions) for Participants
  - o Tips for Virtual Retreat Facilitation
  - o Program Checklist
  - o Registration Form
  - o Potential Topics to cover during post retreat group follow up call (optional but strongly recommended)

What is separate and related to the Facilitator Guide:

- Fully developed Participant Manual – all it needs is for you to add your timing, bridgeline details and anything else you would like

**Introductory Cost for Licensing:** \$397 US or \$397 CDN plus HST

Your license enables you to roll-out the Your Balanced Life 90 Day Program **as is** (or with slight modification) to your own groups.

**Jennifer’s Background on Work Life Issues:**

The Your Balanced Life!<sup>TM</sup> program was developed by Jennifer Britton, author of Effective Group Coaching (Wiley, 2010). Jennifer is a Professional Certified Coach with the ICF, a Certified Professional Coactive Coach (CPCC) and Certified Human Resource Professional (CHRP). A former international manager with the United Nations and other international organizations, Jennifer was accustomed to 80 - 120 hour work weeks, managing teams in up to 10 countries, while still maintaining a healthy work-life balance.

Since 2004, Jennifer has delivered a series of programs specific to work-life balance and harmony issues for individuals and organizations, including Johnson and Johnson Medical Products, the Canadian Breast Cancer Foundation, and St. Joseph’s Health Center Foundation. She offers the Your Balanced Life!<sup>TM</sup> program in a number of formats for busy professionals seeking better work-life balance. Starting in 2010 the material is now available for other coaches to facilitate their own program.

Jennifer speaks regularly on issues related to work-life balance and works with organizations to create a culture that harmonizes work and life success. Jennifer successfully balances the challenges of being a successful business owner and the mother of a five year old.

The Your Balanced Life!<sup>TM</sup> program has been delivered as:

- In person and virtual retreats
- Group Coaching programs
- In House seminars or lunch and learns

**Other Programs Available from Jennifer:**

- 90 Day BizSuccess Program (7 Separate Module)
- Your Balanced Life! Virtual Retreat License
- Materials from ReadyToRollOut.com (Workbook licenses for up to 100 persons). Topics include: **Time Management and Personal Productivity, Strategies for Change Management, Should I Stay or Should I Go?** (Career Transition), **Managing Up, Networking Essentials**

**To order:**

Contact Jennifer Britton directly at (416) 996-8326 or by email at [info@potentialsrealized.com](mailto:info@potentialsrealized.com)

Orders can be processed by phone (Visa and AMEX) or online by PayPal.