

SYMPOSIUM RELAXATION EXERCISE (6 MINS)

Sit back comfortably in your chair. Close your eyes. Rest your hands in your lap. Feet on the floor. Take 3 slow deep breaths in and out of your nose. Settle into your position and aim to keep your back comfortably straight and relaxed.

Become aware of yourself sitting at ease. Feel the sensation of your eyes closed, your back in the chair, your hands in your lap, the sensation of the chair under your thighs, the floor under your feet. Notice any tension you may be holding in your body. Take your attention there for a moment and consciously relax that part of you. Breathe any tension out. Drop your shoulders. Relax your jaw. Unfurl your little toes. If there is tension in any other part of your body, just breathe it out now. Feel your chest slowly rising and falling naturally with your breath.

I'd like you to bring your awareness to your breathing. Notice how effortlessly it moves in and out of your body. Now consciously take a deep slow breath in through your nose and then breathe out slowly again through your nose. So in through the nose, out through the nose. We'll do this ten times together. I'll start you off first and then you can carry on to ten in your own time. If your mind wanders, that's OK. Just bring it back and return to the breath... I'll start you off with the counting of the breath now: "I breathe in one, I breathe out one; I breathe in two, I breathe out two;" I breathe in three, I breathe out three and so on. Carry on to ten in your own time.

Let go of breath awareness now even if you haven't yet reached ten breaths; it's OK to just let it go and bring your attention back into your body sitting on the chair. Notice any change or feelings in your body without getting involved with them. Notice if there is still any tension in your body and consciously choose to let that part of you relax. Make sure your shoulders are still dropped. Now take your awareness to sounds in the room, the sound of the air conditioning; the sound of people around you...be aware of the feeling of relaxation and clarity in your mind and body. Know that you will take with you the feeling of relaxed clarity for the rest of the symposium. Finally, gently wiggle your fingers and toes...Slowly open your eyes and be fully aware of your surroundings. Smile.

Overview of Geraldine's Bit

Mylee explained the benefits she experienced as a "coachee", so I'm supplying the nuts and bolts. That is, what coaching is and isn't and I'll ask you to draw a diagram to help you understand the concept. Then I'll give some examples of client goals and share a simple coaching technique you can take away to achieve your career goals.

Give a Librarian A Fish.....

A great analogy for coaching. Coaching is essentially a personal learning technique which creates independence and self awareness. It involves stirring up inertia and making new things happen. Not therapy, counselling, training or weekly chit chat over phone. It's a strategic conversation with the coach supporting you to think big, take risks and boldly go where no librarian has gone before!

What on earth could I use coaching for?

Easiest way to explain is to give you examples...

- Increase energy and get fit
- Move from mid to senior management
- Be a self confident decision maker
- Restore my sense of sizzle

How do clients like Mylee reach their goals through a coaching program?

Explanation of the pond diagram to explain how a coach assists the client to reach their goal by the most direct route, achieving the goal in a relatively short space of time while maximising self confidence & self awareness.

Simple Coaching technique used with all clients to achieve goals:

Explained initially through telling the story of how I won my tiara....10 years of dreaming (of swimming 10 consecutive laps)...3 months of action made it happen! Same process that all clients take in reaching their goals.

The formula is: decision + specific action + timeframe = goal achieved

Action: Set your own Career Goal

This written exercise will take 3 minutes:

1. Write down 1 career goal you'd love to achieve in 3 months.
2. Write the first step you could take toward it; give the step a deadline.
3. Now tell the person next to you so you've made the commitment out loud. Exchange email addresses if you wish so you can support/follow up with one another in 3 months.