

BUSINESS COACHING APPLICATION FORM



Confidential

(This application does not bind either party in any form).

Applicant's Full Name:

I hereby submit your personal, business and financial status as of today's date.

Signature of Applicant

Date



BUSINESS COACHING APPLICATION FORM

1. Please attach a brief updated CV.
2. Please tell us about any experience you have in running a business or in management or sales and marketing. If you have coaching, HR or training experience, please give us details as well.
3. Please complete all the questions below.

Without goals in life you are like a ship without a rudder

Personal Details

Surname _____

First Names _____

Identity Number _____ Marital Status _____

Physical Address _____

Postal Address _____

E-mail address _____

Business Telephone Number (____) _____

Home Telephone Number (____) _____

Cell phone Number _____

Current Business/work particulars _____

Business owner or Employee? _____

Current job description _____

Industry _____

Have you ever been declared personally bankrupt? _____

Have you ever had a business being declared insolvent? _____

Do you have a criminal record? _____

Highest level of education _____

Please list dates, degrees and institutions _____

What is your vision or dream for your life?

What is your passion in life?

What are your personal goals in life?

1. _____

2. _____

3. _____

What are your business and financial goals?

1. _____

2. _____

3. _____

How is a being a Business Coach likely to help you achieve these goals?

1. _____

2. _____

3. _____

Why do you want to be a Business Coach?

1. _____

2. _____

3. _____

4. _____

5. _____

Have you ever owned your own business? If so, please give details:

Are you a director of any company? If so, please give details.

Personal S.W.O.T. Analysis

Your strengths are: _____

Your weaknesses are: _____

Business S.W.O.T. Analysis

(Please relate to your business criteria)

Your business strengths are _____

Your business weaknesses are: _____

Have you ever failed at a business? Please give details:

What has been your biggest personal accomplishment in life?

What has been your biggest business/career accomplishment?

Are you personally financially secure?

Do you have any hobbies?

Do you partake in sport?

If you are married, what career is your spouse in?

Do you have children and how old are they?

Do you have high moral ethics?

How highly do you rate health and fitness in your life and why?

Are you self-motivated?

Do you help out in your community? If so, how?

Please rate yourself and have a family member, colleague and friend do the same for you on a scale of 0 – 5 (0 being low and 5 being high)

Key Area	Self	Family	Work Colleague	Best Friend
1. Professionalism				
2. Courage				
3. Risk Taker				
4. Financial Security				
5. Financial Responsibility				
6. Honesty				
7. Helping Others				
8. Stress				
9. Health				
10. Goal Setting				
11. Personal Values				
12. Happy				
13. Admin Skills				
14. Sales Skills				
15. Marketing Skills				
16. Religious				
17. Action Taker				
18. Responsible				
19. Time Management				
20. General knowledge				
TOTAL SCORES				

SELF-EVALUATION QUESTIONNAIRE

ASPECTS TO BE EXPLORED	No problem here	Needs work	Area of concern
Your characteristics and attributes			
Are you sufficiently motivated to work without supervision?			
Are you willing to work hard, perhaps harder than you have ever worked before?			
Are you able to cope with the consequences of having to work unsociable hours if necessary?			
Are you prepared to make significant cutbacks in your social life, at least to begin with?			
Will you forego (or reduce) the need for holidays, at least for the next few years, without burning out?			
Are you in good health?			
Are you a positive person, determined to succeed and always able to see the light at the end of the tunnel?			
Your family			
Have you told them what you are planning to do and how this might affect them?			
Do they share your dream?			
If the answer is "no", will they support you anyway?			

Your personal working style			
Do you really like working with people?			
Do you trust people and expect the best from them whilst remaining a realist?			
Will you enjoy coaching others and see their businesses grow?			
Do you find it easy to acknowledge the input others make and give credit where it is due?			
Can you accept that, once you are in a business of your own, the buck will stop with you every time?			

Are you good at “multi-tasking” – spanning everything from the menial to the cerebral?			
Will you be able to delegate effectively once the business has grown sufficiently to make this appropriate?			
Are you a good motivator?			
Will you expect others to deliver to the highest possible standards of excellence in everything they do?			
Will you be prepared to strive for the highest possible standards of excellence in everything you do?			
Will you be able to stay cool, calm and collected under pressure, even when others are losing their heads?			
Financial aspects			
Will you have sufficient capital to make an adequate contribution from your “own resources”?			
Does your financial track record make you a realistic candidate for an appropriate business loan?			
Will you accept the fact that at the end of the month, there will be no more salary cheque waiting?			
Are you aware that during the initial few months, the business may be unable to pay you?			
Will you be able to accept possible initial setbacks in the business and mistakes made at your expense?			

You as a business owner			
Will you sincerely believe in the premise that the customer is always right?			
Will you strive to become the best Business Coach?			
Will you strive to maximize the potential of your business?			
You as a Business Coach			
Will you really work hard to understand how the concept of Business Coaching works?			
Deep down in your heart, will you accept the need for compliance within a group system?			
Are you really prepared to pay more than mere lip service to the group’s rules and regulations?			
Can you see the advantages of being part of a greater whole, and does this appeal to you?			
Are you prepared to operate the business hands-on?			

Are you prepared to place long-term interests above short-term gain?			
Will you accept constructive criticism without becoming defensive?			
Will you recognize the need for constant change and embrace new concepts with gusto?			
Are you always keen to learn new ways of doing things?			
Will you accept that you will bear full responsibility for your own success?			

MEYERS-BRIGGS PERSONALITY PROFILE

(Tick only those statements you strongly agree with)

EXT STATEMENTS:

You tend to talk first, think later, and don't know what you'll say until you hear yourself say it; it's not uncommon for you to berate yourself with something like "Will I ever learn to keep my mouth shut?" ☐

You know a lot of people and count many of them among your "close" friends; you like to include as many people as possible in your activities. ☐

You don't mind reading or having a conversation while there is other activity going on (including conversation or television or radio) in the background; in fact, you may well be oblivious to this "distraction". ☐

You are approachable and easily engaged by friends, co-workers and strangers, though perhaps somewhat dominating in conversation. ☐

You find telephone calls to be welcome interruptions; you don't hesitate to pick up the phone (or drop in on someone) whenever you have something to say. ☐

You enjoy going to meetings and tend to let your opinion be heard; in fact you feel frustrated if not given the opportunity to state your point of view. ☐

You prefer generating ideas with a group to doing it by yourself; you become drained if you spend too much time in reflective thinking without being able to bounce your thoughts off others. ☐

You find listening more difficult than talking; you don't like to give up the limelight and often get bored when you can't participate actively in conversation. ☐

You "look" with your mouth instead of your eyes: "I lost my glasses. Has anyone seen my glasses? They were here a minute ago" - when you lose your train of thought, verbally "find" your way back - "Now, what was I saying? I think it had something to do with this morning's meeting. Oh yes, it was about what Harriet said". ☐

You regularly need affirmation from colleagues, superiors and subordinates about who you are, what you do, how you look and just about everything else; you may think you're doing a good job, but until you hear someone else tell you, you don't truly believe it. ☐

INT STATEMENTS:

You rehearse things before saying them and prefer that others would do the same; you often respond with: "I'll have to think about that, I'll tell you later". ☐

You enjoy the peace and quiet of having time to yourself; you find your private time too easily invaded and tend to adapt by developing a high power concentration that can shut out nearby conversation, ringing telephones and the like. ☐

People perceive you to be "a great listener" but you feel as though others take advantage of and run over you. ☐

You have been called "shy" from time to time; whether or not you agree, you may come across to others as somewhat reserved and reflective. ☐

You like to share special occasions with just one other person or perhaps a few close friends. ☐

You wish that you could get your ideas out more forcefully; you resent those who blurt out things you were just about to say. ☐

You like stating your thoughts or feelings without interruptions; you allow others to do the same in the hope that they will reciprocate when it comes time for you to speak. ☐

You believe that "talk is cheap"; you get suspicious if people are too complimentary or irritated if

they repeat something that's already been said by someone else. The phrase "reinventing the wheel" may occur to you as you hear others chattering away.

☐

You were told by your parents to "go outside and play with your friends" when you were a child; your parents probably worried about you because you like to be by yourself.

☐

You need to "recharge" alone after you've spent time in meetings, or on the phone, or socializing; the more intense the encounter, the greater the chance you'll feel drained afterwards.

☐

S STATEMENTS

You prefer specific answers to specific questions; when you ask someone for the time, you prefer "three-fifty-two" and get irritated if the answer is "a little before four" or "almost time to go"

☐

You like to concentrate on what you're doing at the moment and generally don't worry about What's next; moreover you would rather do something than think about it.

☐

You find most satisfying those jobs that yield some tangible result; as much as you hate doing housekeeping, you would rather clean your desk than think about where your career is headed.

☐

You believe that "if it ain't broke, don't fix it"; you don't understand why some people have to try to improve *everything*.

☐

You would rather work with facts and figures than ideas and theories' you like to hear things sequentially instead of randomly.

☐

You think that fantasy is a dirty word; you wonder about people who seem to spend too much time indulging their imagination.

☐

You read magazines and reports from front to back; you don't understand why some people prefer to dive into them anywhere they please.

☐

You get frustrated when people don't give you clear instructions or when someone says "here's the overall plan - we'll take care of the details later"; or worse, when you've heard clear instructions and others treat them as vague guidelines.

☐

You are very literal in your use of words; you also take things literally and often find yourself asking, and being asked, "are you serious or is that a joke?"

☐

You find it easier to see the individual trees than the forest; at work you are happy to focus in on your own job or department and aren't as concerned about how it fits into the larger scheme of things.

☐

You subscribe to the notion that "seeing is believing"; if someone tells you "the mail is here", you know it really isn't "here" until it lands on your desk.

☐

IN STATEMENTS

You tend to think about several things at once' you are often accused by friends and colleagues of being absent-minded.

☐

You find the future and its possibilities more intriguing than frightening; you are usually more excited about where you're going than where you are.

☐

You believe that "boring details" is a redundancy (superfluous or unnecessary).

☐

You believe that time is relative' no matter what the hour, you aren't late unless the meeting/meal/Event has started without you.

☐

You like figuring out how things work just for the sheer pleasure of doing so.

☐

You are prone to puns and word games (you may even do these things standing up).

☐

You find yourself seeking the connections and interrelatedness behind most things rather than

accepting them at face value' you're always asking "What does that mean?"

☐

You tend to give general answer to questions; you don't understand why so many people can't follow your directions and you get irritated when people push you for specifics.

☐

You would rather fantasize about spending your next salary cheque than sit and balance your bank statement.

☐

T STATEMENTS:

You are able to stay cool, calm and objective in situations where everyone else is upset.

☐

You would rather settle a dispute based on what is fair and truthful than on what will make people Happy.

☐

You enjoy proving a point for the sake of clarity; it's not beyond to argue both sides in a discussion Simply to expand your intellectual horizons.

☐

You are more firm-minded than gentle-minded; if you disagree with people' you would rather tell Them than say nothing and let them think their right.

☐

You pride yourself in your objectivity despite the fact that some people accuse you of being cold And uncaring; you know that this couldn't be further from the truth.

☐

You don't mind making difficult decisions and can't understand why so many people get upset about things that aren't relevant to the issue at hand.

☐

You think it's more important to be right than liked; you don't believe it necessary to like people in Order to work with them and do a good job.

☐

You are impressed with and lend more credence to things that are logical and scientific' until you Receive more information to justify typewatching benefits, for example, you are skeptical about What it can do.

☐

You remember figures and numbers more readily than faces and names.

☐

F STATEMENTS:

You consider a "good decision" one that takes others' feelings into account.

☐

You feel that "love" cannot be defined; you take great offence at those who try to do so.

☐

You will overextend yourself meeting other people's needs' you'll do almost anything to accommodate others, even at the expense of your own comfort.

☐

You put yourself in other people's shoes; you are likely to be the one in a meeting who asks, "how will this affect the people involved?"

☐

You enjoy providing needed services to people although you find that some people take advantage of you.

☐

You find yourself wondering, "doesn't anyone care about what I want?" although you may have difficulty actually saying this to anyone.

☐

You won't hesitate to take something back you've said that you perceive has offended someone; As a result you are accused of being wishy-washy.

☐

You prefer harmony over clarity; you are embarrassed by conflict and will try to either avoid it – "let's change the subject", or smother it - "let's all shake hands and be friends".

☐

J STATEMENTS

You are always waiting for others who never seem to be on time.

☐

You have a place for everything and aren't happy until everything is in its place.

☐

You "know" that if everyone would simply do what they are supposed to do and when they're supposed to do it, the world would be a better place.

☐

You wake up in the morning and know fairly well what your day is going to be like; you have a schedule and follow it and can become unraveled if things don't go as planned.

☐

You don't like surprises, and make this well known to everyone.

☐

You keep lists and use them; if you do something that's not on your list, you may even add it to the list just so you can cross it off.

☐

You thrive on order; you have a special system for keeping things on your desk, in your files and on your walls.

☐

You are accused of being angry when you're not; you're only stating your opinion.

☐

You like to work things through to completion and get them out of the way, even if you know you're going to have to do something over again later to get it right.

☐

P STATEMENTS:

You are easily distracted; you can get "lost" between the front door and the car.

☐

You love to explore the unknown, even if it's something as simple as a new route from home to work.

☐

You don't plan a task but wait to see what it demands; people accuse you of being disorganized, although you know better.

☐

You have to depend on last-minute spurts of energy to meet deadlines; you usually make the deadline, although you may drive everyone else crazy in the process.

☐

You don't believe that "neatness counts", even though you would prefer to have things in order; what's important is creativity, spontaneity and responsiveness.

☐

You turn most work into play; if it can't be made into fun, it probably isn't worth doing.

☐

You change the subject often in conversations; the new topic can be anything that enters your mind or walks into the room.

☐

You don't like to be pinned down about most things; you'd rather keep your options open.

☐

You tend usually to make things less than definite from time to time, but not always - it depends.

☐