



# THE CONSCIOUS LEADER

## COACHING & CONSULTATION PROGRAM

Owning Your Authentic Leadership Voice

[www.key2unlock.com](http://www.key2unlock.com)



MICHELE PHILLIPS  
-THE LIGHT LADY

If your actions inspire others to dream more, learn more, do more and become more, you are a leader.  
-John Quincy Adams

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**Owning Your Authentic Leadership Voice:** This program is for those who know they have something more to offer of themselves and to the people they influence and lead. It is for individuals who long to connect their knowledge and deep commitment to developing themselves and their teams. It is for those committed to thrilling themselves, leading others, and creating success for everyone in a joyous and fulfilling manner.

**It thrills me to serve you on your path to greatness. When you commit to your development, you tap into your internal wisdom, inspire yourself and your team, and encourage high levels of engagement and performance.**

As a leader, you may not have someone to consult with and confide in, and that is where I come in. For over 25 years, I have successfully aided clients of all levels in finding the alignment needed to achieve great success at home and work. I have a proven track record of helping my clients form new positive habits and perspectives that energize their results. This is not a quick-fix program but one rooted in lasting behavioral change.

**My Coaching Philosophy** is to give each client the tools and skills needed to succeed and lead confidently within their own strength set. My work is not about changing a person but about highlighting and amplifying a person's top strengths. I work with each individual to remove obstacles or limitations that block them from their overall objectives. This is an intense, profound, and transformational experience. When a participant is highly engaged, they will see results immediately and most definitely over the course of a three-to-six-month period. My ultimate goal is to give my clients the confidence and tools to carry on without me and make a difference in how they lead their lives and their team.

**High Potential Executive Coaching Program Overview:** Over the course of twelve months, participants have the opportunity to be led by me, (Michele Phillips) in a series of discussions, exercises and reflective assignments designed to deepen their emotional intelligence, grow confidence in their resonant voice, and build conscious leadership skills that go beyond the ability to simply get things done, but help them to communicate who they are, and what they stand for in this world.

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## Full Program Highlights:

**Relationship Introduction:** A one hour meeting with the client via zoom to ensure chemistry and fit.

**Three-way Meeting with Coach, Client and Manager (Optional):** The goal of this meeting is to align individual and organizational needs. This meeting is suggested, but not required.

**In-person Coaching Retreat (Optional):** This program kicks off with a two-day off-site retreat where our time is spent discussing the client's background, career history, and coaching goals. Organizational challenges are explored, and data-gathering approaches are discussed. The time invested in an off-site retreat accelerates a persons results as they have my undivided attention and access to wisdom and new perspectives. We share meals, go for walks, meditate, journal, and complete exercises, all while enjoying nature, each other, and the time to simply be.



Many of my clients tell me they have never given themselves a gift as exceptional as this; time spent discussing their specific wants and needs with someone who gives them 100% attention.

***A 1:1 retreat is not mandatory but is a bonus for those who invest in this option. I am in a partnership with The Abbey Resort & Spa in Peekskill NY, or we can choose an alternative destination.***

***The Abbey Resort & Spa (pictured above)***

**Defining Objectives:** I work with the client to create specific and meaningful objectives to work toward. Through a series of self-reflective worksheets and exercises that the client completes, two to three themes arise, which sets the course for the coaching and development plan of action.

**Feedback:** An integral part of the coaching process is increasing awareness of strengths and skill areas. This program includes at least one to two growth assessments, and a **'Live'-360 degree feedback assessment**. The 360 is conducted by interviewing 5-7 key stakeholders via phone to ensure real-time responses that can help the client make impactful changes. These interviews are extremely rich in data for the both individual and organizational diagnosis. Respondents are promised confidentiality and anonymity. Feedback is not attributed to any individual. All data is analyzed and presented to both verbally and in a written report. This report is confidential to the client, though it is recommended the client draft a summary of the findings and next steps for review with their manager.

**Development Planning Debrief with Clients Manager:** A development plan is drafted. Following the preparation of the development plan, a 3-way meeting with the myself, the client, and the clients manager is held to review the themes and insights (in summary form) from the assessment process along with the developmental plan. It is for the client's manager to understand the goals of the development plan so they can support the process and outcomes.

**Ongoing Coaching:** A series of follow-up coaching sessions (in-person, via phone, or via Zoom) are held between myself and the client. The timing and duration are mutually determined; typically, meetings last between 60-90 minutes and occur every 2-3 weeks. I can observe staff or leadership meetings, presentations, or other critical interactions per the client's request. Sessions take place over 6-12 months (subject to schedules).

**Assignments:** To ensure the transfer of learning, assignments are given between each call/meeting. These assignments come in the form of articles, exercises, books, videos, podcasts, and more. The more a client engages and completes assignments, the better their results.

**Closing Feedback & Transition Planning:** After approximately 10 coaching sessions, brief follow-up interviews are conducted with 4-5 stakeholders to invite feedback on progress against development objectives. A transition plan is usually established and shared in a meeting with the client, myself and the the manager. The remaining coaching sessions are focused on self-directed development.



#### What you receive when working with Michele:

- A clear and compelling vision for your career
- Increased decision-making, communicating, and resilience skills
- Keys to becoming an influential & thoughtful leader
- Tools to navigate difficult conversations with radical candor
- Methods to translate ideas into actionable plans.
- A road map for crafting a leadership philosophy and presence
- Manage your nervous system & demonstrate calm in a crisis
- An improved relationship with your time and calendar.

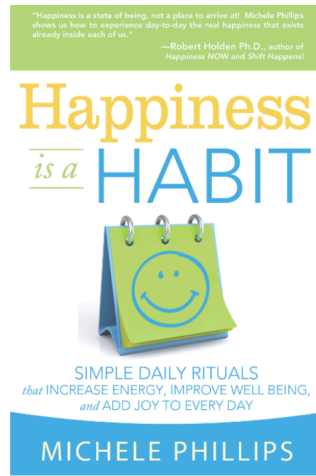
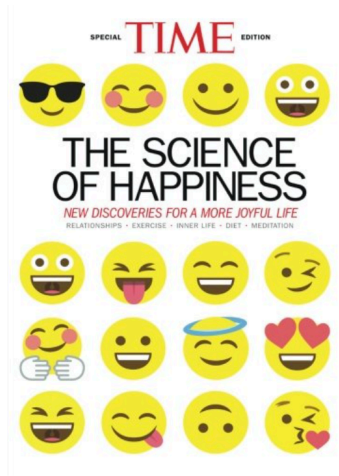
#### What is included:

- Two- day Live Coaching Retreat (Optional add on)
- Two-Three online assessments with feedback for growth
- LIVE 360 Degree Assessment (5-7 Key Stakeholders interviewed)
- 12 one-hour Coaching Sessions
- 12 twenty minute Accountability Sessions
- 5 Training modules with workbook
- Two-three client, manager, coach meetings
- In person live sessions available upon request (additional fee)
- Between call growth assignments
- The entire program will span between 10-12 months
- Unlimited email support.
- Two additional half-hour phone-a-coach emergency 911 calls

## ABOUT MICHELE PHILLIPS & KEY PERFORMANCE

Michele Phillips is the president of Key Performance, a **New York State Certified women-owned business**, which was founded in 1998 with a mission to provide break-through training that empowers organizations to significantly increase their potential through the training and development of their most important resource, their people. Michele is the author of **Happiness is a Habit – Simple Daily Rituals That Increase Energy, Improve Well-Being and Add Joy to Every Day (Cited as one of the top 5 most popular self-help books on Amazon in 2017)**. Her professional experience spans over 20 years facilitating engaging workshops, seminars and coaching programs with Fortune 500 companies around the globe including: **TAG Heuer, PGA Golf Tour Properties, Pfizer Pharmaceuticals, Zoetis Animal Health, Barclay's Capital, The New York State Bridge Authority and COACH leather**, just to name a few.

Michele specializes in increasing happiness and individual performance in the workplace, and she shares the formula for happiness, well-being and leadership in an enjoyable and enthusiastic manner. **Her boundless energy will instantly grab you, and her can-do attitude is delightfully infectious. Even better her message is so practical that it can be applied and utilized immediately.** Michele holds numerous certifications and has trained thousands of leaders, and individual contributors in the science of habits, emotional intelligence, leadership and positive psychology. Michele holds a M.A in Organizational Development from Fordham University. She has been featured on A Healthy You & Carol Alt, Good Morning Chicago, The Better Show, The Couch and many other national television & radio programs.



*TIME* magazine - See Fourteen Reasons to Jump for Joy. Quoted on page 39

**Investment:**

Key Performance rate for the services cited above with the two-day off-site retreat is \$24,250.00 plus material and travel expenses.

**Estimated Materials & Travel**

Material fees and travel expenses will be additional and will be billed separately, payable upon receipt.

**Coaching:** Coaching is not a replacement for therapy. Coaching is a process where you are led through a series of conversations and exercises designed to help you find the path that is right for you. Every person path is different and there is no one solution. Coaching will help you find clarity and make decisions based on your own best interest. In the end, the individual is responsible for his/her results.

**Disclaimer:** Key Performance provides personal coaching to individuals and groups. The client is aware that coaching is in no way to be construed or substituted as psychological counseling or any other type of therapy. Life coaching services are provided “as is”, without warranty of any kind, either expressed or implied, including without limitation any warranty for information services, coaching, uninterrupted access, or products and services provided through or in connection with the service. This service is requested at the client's own choice and with inherent singular responsibility. Any actions or lack of actions, taken by the client of such advice is done so solely by choice and responsibility of the client and is neither the responsibility nor liability of Michele Phillips or Key Performance. The client takes full responsibility in the decisions they make after being coached as well as the consequences. The client enters into coaching with full understanding that they are responsible for creating their own results.

*Thank you for inquiring about my coaching programs. My service is happiness.*

*Live Happy,  
Michele Phillips*

Key Performance is recommended by

