

PROFESSIONAL CLIENT ENGAGEMENT PLAN

Day 1: Introduction and Initial Assessment

- **Introduction**
 - Self-introduction and brief overview of the coaching process.
 - Building rapport with the client.
 - **Understanding the Client's Needs**
 - Identify specific goals, expectations, and challenges.
 - **Daily Routine Analysis**
 - Gather insights into the client's daily activities and time management.
 - **Technology Setup**
 - Assistance with downloading and using cab booking apps efficiently.
 - **Meeting Schedule Confirmation**
 - Finalize the days and timings for future sessions.
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Day 2: In-Depth Exploration and Skill Building

- **Client Requirement Analysis**
 - Comprehensive understanding of the client's personal and professional goals.
 - **Belief Systems and Behavior Patterns**
 - Explore the client's belief systems to uncover unconscious behaviors impacting progress.
 - **Focused Coaching**
 - Initial coaching session based on identified needs.
 - **Professional Email Writing**
 - Provide training on drafting clear and effective professional emails.
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Day 3: Self-Assessment and Emotional Management

- **Wheel of Life (WOL) Exercise**
 - Guide the client through the WOL tool to assess life balance and identify areas for improvement.
 - **Anger Management and Trigger Analysis**
 - Coaching on recognizing and managing anger triggers effectively.
 - **Task**
 - English spelling practice: Writing numbers 0 to 100.
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Day 4: Emotional Intelligence and Reflection

- **Introduction to ChatGPT**
 - Teach the basics of using ChatGPT for productivity and communication.
- **Attachment Styles**

- Discuss different attachment styles and their influence on personal and professional relationships.
 - **Task**
 - Continue English spelling practice.
 - Reflect on attachment styles and significant life events and document key insights.
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Day 5: Professional Development

- **Assessment**
 - Evaluate English spelling skills from 0 to 100.
 - **Meeting Etiquettes**
 - Train on professional behavior and norms during meetings.
 - **Grooming and Professional Appearance**
 - Emphasize the importance of personal presentation in professional settings.
 - **Effective Communication**
 - Discuss clarity, tone, and confidence in verbal communication.
 - **Body Language Enhancement**
 - Improve posture, eye contact, and appropriate use of hand gestures.
 - **Pre-Meeting Preparation**
 - Teach effective note-making before monthly meetings.
 - **Task**
 - Test on travel readiness, meeting preparation, and cab booking efficiency.
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Day 6: Time Management & Productivity

- **Eisenhower Matrix & Big Stones**
 - Prioritize tasks effectively.
 - **Digital Productivity Tools**
 - Explore and set up tools to boost efficiency.
 - **Travel Booking**
 - Learn websites and apps for seamless bookings.
 - **Task**
 - Travel readiness and meeting notes preparation.
 - **Assessment**
 - Cab booking skills.
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Day 7: Procrastination to Productivity

- **Understanding Procrastination**
 - Reasons and impacts.
- **Three Ds of Habit Formation**
 - Framework for new habits.
- **7 Steps to Productivity**
 - Practical strategies for improvement.

- **Task**
 - Organize a weekly To-Do List.
 - **ChatGPT Application**
 - Craft professional emails and replies.
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Day 8: Conflict Management

- **Conflict Styles**
 - Identify personal conflict resolution approaches.
 - **Brain Design & Amygdala Hijacks**
 - Recognize and manage emotional triggers.
 - **Task**
 - Map conflict style and triggers.
 - **Assessment**
 - Email and message communication using ChatGPT.
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Day 9: Influencing People

- **Setting a Positive Tone**
 - Foundations of influence.
 - **Providing Feedback**
 - Effective and constructive methods.
 - **Encouragement & Questions**
 - Influence through motivation and inquiry.
 - **Coaching**
 - Address triggers in conflict situations.
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Day 10: Assertiveness & Proactive Behavior

- **Assertive vs Aggressive**
 - Understand the difference.
- **Techniques for Assertiveness**
 - Practical verbal and non-verbal methods.
- **Proactive vs Reactive**
 - Learn to shift from reactive to proactive behavior.
- **Task**
 - Identify scenarios to practice assertiveness.