



BJ Projects

Success Coaching

Coaching is a confidential, collaborative partnership to inspire you to maximise your personal and/or professional potential.

- Helping you achieve your personal and professional outcomes.
- Supporting managers and business owners with communication skills development in the workplace.

Courses, Seminars and Presentations

Courses	Duration	Summary
Essential Skills to Improve Relationships & Reduce Friction	1-day	Learn: <ul style="list-style-type: none">• How to create successful outcomes for yourself and others;• About using your rapport skills to create connections;• The importance of listening;• How to make an assertive statement;• Values differences and others' perspectives.
Transforming Communication	9 x 3 hour sessions Or 4 x days	Learn how to: <ul style="list-style-type: none">• Build rapport with others quickly so as to gain their co-operation and trust;• Increase others' ability to resolve their own difficulties and meet their own outcomes;• Get others to respect your needs and cooperate with you;• Resolve discipline and conflict problems in organisations or with children, without resorting to threats or punitive action;• Create and action solutions that truly meet your own outcomes as well as others; and• Influence others successfully while keeping rapport. <p>Check out the 'training tab' on our website for more details on this course.</p>

Seminars	Duration	Summary
How to Create Co-operative Relationships*	1-hour	Discover: <ul style="list-style-type: none">• How to improve your personal and professional relationships;• How you think the way you do;• The research that's been done on what makes successful relationships work. <p><i>*This seminar can be offered at no charge to not-for-profit or charitable organisations.</i></p>
Creating your 1-Minute Business Introduction	2-hours	This short workshop provides you with a smorgasbord of tools and ideas to create a suitable introduction for whatever function you're attending. You'll leave with at least one introduction drafted and ready to use.

Presentations	Duration	Summary
7 Secrets to Successful Self-Management	1-hour	<ul style="list-style-type: none">• Are you tired of the same old same old?• Want to change what you do, but don't know where to start?• Ever wondered what it feels like to really feel in control? <p>In this one-hour workshop you will be presented with seven simple 'how-to's' that will increase your choices about how you can self-manage and get the results you really want.</p>
Helping Yourself & Helping Others	1-hour	Discover: <ul style="list-style-type: none">• How we think.• How to <i>really</i> help others.• How to help myself.

Presentations	Duration	Summary
Discover the Confident You	1-hour	This workshop will help you: <ul style="list-style-type: none"> • Deepen your understanding of what confidence is, where it comes from and how you can improve it (if you want to, that is); • Start using easy-to-apply and useful skills to transform your unhelpful thoughts and beliefs into useful ones; and • Develop your ability to move into a confident state exactly when you need it.
Get your Motivation Back on Track	1-hour	In this one-hour workshop you will be presented with researched and tested approaches to help get you 'unstuck' and back on track plus a few NLP tips and tricks. You'll find out: <ul style="list-style-type: none"> • How to overcome the 'p' word (procrastination); • The benefits of having a clear goal; and • New ways for reigniting your enthusiasm when your mojo is running low.
Goal-Setting	1-hour	Learn how to set outcomes so that you get what you want every time.
How to Listen so People will Talk	1-hour	This is a great workshop if you'd like to elevate your listening skills to: <ul style="list-style-type: none"> • Get more information from your team members; • Increase others' trust in you; • Reduce conflict and stress; • Understand better how to motivate others; • Inspire commitment in those around you; • Get improved performance results more often, and • Save yourself time.
Procrastination – Why we do What we do and How to Change it	1-hour	Are you aware of the consequences of procrastination? Discover the reasons why we delay what needs to be done, and get your hands on some researched information on how to get over the 'gap' between inaction and action.

Profile: Barbara Jaques, BBS, Dip. Mgt., Coach—ICF, mBIT

Barbara has a strong background in management, administration & human resources. This includes staff & performance management, systems development, recruitment & career coaching as well as personal & professional development. She's passionate about the field of self-improvement & considers herself to be a lifetime learner (aka course junkie)! To this end she regularly seeks out opportunities for improvement that she can practice & then share with others.

Her unique combination of skills & experience provide a solid foundation on which she's able to skilfully listen, encourage, support & nurture individuals in both a personal & professional environment, allowing them to experience a shift in their thinking & get results that can re-shape their lives.

With over 20 years of recruitment experience, 13-plus years in administration/general management & over 800 hours of coaching & supervision delivery, Barbara has the skills & abilities to support your professional development.



Qualifications & Education

- International Coaching Federation Associate Certified Coach (ICF ACC) – 2016
- mBIT (Multiple Brain Integration Techniques) Coach (Auckland) – 2013
- Transforming Communication Instructor Certification (Auckland) – 2010
- Master Practitioner in Neuro Linguistic Programming (Sydney) – 2007
- Bachelor of Business Studies – Human Resource Management & Employment Relations - 2006
- New Zealand Institute of Management Diploma - 1991
- National Certificate of Business Studies - 1991

Memberships

- Trade Networking Group (TNG)
- Employers & Manufacturers Association (EMA)
- Human Resource Institute of NZ (HRINZ)
- NZANLP (NZ Association of NLP)
- Northland Chamber of Commerce

Coaching & Communication Skills Training

“Lighting up minds to transform the world”