

Career Coach



Executive Blueprints

~ Blueprints for success ~

Career Coach Services and Pricing Guide

Executive Blueprints Inc

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*“Life is what happens to you while
you're busy making other plans.”*

John Lennon (1940 - 1980), "Beautiful Boy"

About You

Your Goals

What Matters to You Most?

What Gives You the Greatest Satisfaction?

What Principles would you never Sacrifice?

What is Your Greatest Achievement?

What would you like to be able to say about yourself next year?

What would you like to be able to say about yourself in two years?

What would you like to be able to say about yourself in ten years?

What are you doing about it TODAY?

Why I would like to be your Coach

After many successful years in corporate positions, I discovered that my success was directly related to my persistent desire to see my associates succeed. My own accomplishments were a direct result of perseverance to understand the goals of my associates, to recognize talent and give it a chance to flourish in the appropriate position and environment. Every individual has unique talents, experience, knowledge and skills. My talent is the ability to recognize the individual capabilities and attributes in other people, to help each person discover opportunities to utilize them, and to provide the motivation to turn personal dreams into reality.

It is this desire to empower the success in others that has provided me with tremendous satisfaction and personal success. I have been fortunate enough to be the recipient of an outstanding coaching experience that brought this to my attention and changed my life. I would like to share this inspirational experience with you, with the intent that you may enjoy this same fulfillment and happiness. It can be an exciting, powerful and rewarding ride to take control of your life and choose the course of your future.

If you would like to take advantage of this opportunity, I would like to invite you to contact us for an interview. We will endeavor to match your personality, goals, situation and location with an appropriate professional counterpart.

Be prepared to achieve greatness in accordance with your definition, goals and values. It is within your grasp.

Please feel free to call (877) 290-2503,

or you can send an email to JohnMehrmann@ExecutiveBlueprints.com

Sincerely,

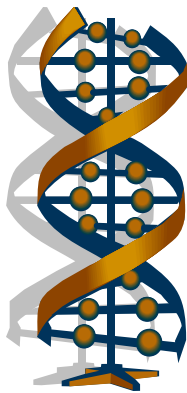
John F Mehrmann



The Wheel of Life

As individuals we all strive for a balance that is defined by personal goals, objectives and values. The personal balance is as unique and special as our DNA.

A Life Coach provides reflection and insight to help identify the personal strengths, priorities and opportunities to achieve balance, harmony, satisfaction and success.



The Definition of Coaching

Personal coaching is an ongoing professional relationship that helps produce extraordinary results. Through the process of coaching, clients deepen their learning, improve their performance and enhance their quality of life. Clients obtain a positive motivational reflection of individual attributes and capabilities, acquiring new skills and inspiration.

In each meeting, the client chooses the focus of the conversation, while the coach applies active listening techniques, contributes observations and poses reflective questions. The interaction creates clarity and moves the client into action. Coaching accelerates the client's progress by providing greater focus and awareness of choice. Coaching concentrates on the current situation for the client, aligns with the goals of the client, and works with the client to uncover the path or develop attributes to attain those goals.

About Executive Blueprints Inc

***Professional Service
with a Personal Touch.***



Executive Blueprints uses experienced executive talent with customized materials to enhance and enrich the personal coaching experience. Our professionals have years of personal experience in addition to contact with a variety of organizations in business and education. This means an appreciation of your needs and your environment. Let us help you reach your goals with the right tools for continuous self-improvement.

Sometimes what you really need is to talk to someone who will listen with intense interest and compassion. We listen and we care.

Sometimes what you really need is someone who can offer observations from personal experience, examples and options. We are experienced and ready to respond.

Sometimes what you really need is someone who will challenge you and make you accountable for the commitments that you make to yourself. As your coach, we will work with you to set realistic personal goals and to stay on target.

We use a combination of structured tools and steps in combination with a flexible personal pace to achieve individual objectives. This process is all about you.

Roles and Responsibilities



Our Role

Motivation
Inspiration
Compassion
Empathy
Interest
Reflection
Observation
Challenge
Advise
Assist
Educate
Empower

Your Role

Clarify Personal Goals
Set the Agenda
Keep Commitments
Share Responsibility
Challenge Assumptions
Challenge Habits
Take Reasonable Risk
Try New Ideas
Be Honest
Be Open
Communicate
Track Your Progress



Code of Ethics Policy

Executive Blueprints adheres to the philosophy that every client / organization is the expert in his/her life, work and experience. Every client / organization has a unique blend of talent, knowledge, and skill. It is our responsibility to:

- ◆ Conduct business in a fair, impartial and ethical manner, in accordance with company values and Standards of Conduct, and in full compliance with laws and regulations
- ◆ Act with integrity and honesty
- ◆ Respect and make reasonable efforts to protect the privacy of the client / organization
- ◆ Discover, understand and align with the client / organization goals and aspirations
- ◆ Identify established personal and professional techniques that compliment individual styles for achieving balanced life and career objectives
- ◆ Elicit self-discovery, self-realized solutions and strategies, self-confidence and personal empowerment for sustainable results
- ◆ Hold the client responsible and accountable
- ◆ Contribute to the community as a responsible global citizen
- ◆ Encourage and support the client / organization on the journey to recognize and maximize the unique blend of talent, experience and skills to achieve their goals

Standards of Conduct

As a coach, trainer, consultant or supervisor of current and potential coaches:

- I. I will conduct myself in accordance with the ICF Code of Ethics in all training and coaching supervisory situations
- II. I will not knowingly make any public statements that are untrue or misleading, or make false claims in any written document relating to the coaching profession
- III. I will conduct myself in a manner that reflects positively upon the coaching profession and will refrain from engaging or making statements that may negatively impact the public's understanding of the coaching profession
- IV. I will not knowingly abuse influence as a coach in a way that may affect the lives of others
- V. I will construct clear agreements with my clients and will honor agreements made in the context of professional coaching relationships
- VI. I will respect the client's right to terminate coaching at any point during the process, and will be alert to indications that the client no longer benefits from the coaching relationship
- VII. I will respect the efforts and contributions of different approaches to coaching
- VIII. If I believe that the client will be better served by another coach, resource, or profession, I will encourage the client to make the change
- IX. I will suggest the services of other professionals when deemed appropriate or necessary
- X. I will accurately create, maintain, store and dispose of any records of work done in relation to the practice of coaching in a way that promotes client confidentiality, except as authorized by the client or required by law
- XI. I will strive to recognize personal issues that may impair, conflict or interfere with my coaching performance or professional relationships
- XII. In the event of potential or perceived conflict of interest, I will openly disclose and discuss with my client to determine the approach that best serves the client

A Structured and Flexible Process

Executive Blueprints Inc uses a structured and flexible approach to personal coaching. We believe that structure is necessary to define the objectives, the current circumstances, and establish milestones to attain measurable objectives. We also recognize that every individual has unique personal talents, styles, skills and techniques. These unique attributes must also be adapted to the environment, situations and surrounding individuals. Therefore, goals and progress are reflected, defined and measured on a very personal and confidential basis.

Before the process begins, there is an interview to determine personal characteristics and personality match. This process is an informal interview, “get to know one another”. Executive Blueprints will endeavor to identify and confirm a suitable match for the individual. If Executive Blueprints does not have an appropriate member coach or consultant, we may suggest an alternative associate member or professional resource.

Phase 1: Identify goals and corresponding measurements

Phase 2: Define the Environment, Circumstances, Situation

Phase 3: Reflection, Discover the Individual Strengths

Phase 4: Design a personal course to develop skills,
Utilize existing talents and attain the individual objectives



These phases may not necessarily occur in order. Coaching sessions are designed to align with personal style and adapt to the focus of the individual. It is common to transition between these phases or combine focus on numerous phases during the course of a single session or period of time. From time to time it is reasonable to adjust goals or measurements as a result of realigned perspectives, awareness or personal performance. This is perfectly acceptable and encouraged as a healthy communication cycle.

It is our experience that it is typically most effective to build on individual strengths and talents. In management coaching, it is important to focus on development of team members, communication, organization and group alignment for sustained business growth.

Quarterly Review

Once individual blueprints for success are established, with personal objectives, course and milestones, the coach and client conduct Quarterly Reviews to assess progress and recognize results.

Rate Structure (Career Change Support)



* Pricing and Availability May Be Subject to Change

You can choose from a Menu of Services, identify rates for corresponding services that apply to your personal requirements. Or you can participate in a monthly career development program that focuses on recognizing your talents, developing your strengths, enhancing your skills, or pinpoint focus skill set improvement.

Menu of Services for Career Changes

Professional Resume Services –

Investing in professional resume services is a one time investment for which you will receive a document that can be used again and again. A professional resume increases your chances to win an interview for a better career. Send a copy of your resume, personal biography, career highlights, education or notes and we will update your documents into a state-of-the-art professional resume that you can upload into on-line search engines and job applications. We use keywords and activity phrases that increase your score in electronic filter software that screens applications for recruiters and Human Resource Departments, increasing your ability to make it past the first level of screening and improving your chances for a personal interview.

Basic Service – Update Existing Resume	\$250
Plus Service – Resume and Cover Letter	\$300
Gold Level Personalized Service, includes telephone interview and review to discuss updates and maximize the contact of your Resume	\$500

Interview for Excellence Coaching –

The first rule of interviewing is confidence. You need confidence in yourself, your abilities, and what you can do to reward the potential employer. There are basic steps to help you prepare for an effective interview and convey your confidence. Step-by-step coaching is typically a one time training that can be used again and again if repeat interviews are necessary.

Standard Interview Training	\$500
Follow-up sessions for targeted opportunities (optional)	\$150

(* Preparation for targeted opportunities includes company market research and designing a customized interview approach, matching your experience to the opportunity, per instance)

Recruiting Services –

Executive Blueprints Inc does not provide recruiting services. Recruiters typically work directly to match candidates to organizations. Sometimes these are opportunities to fill open positions, and sometimes positions are created to acquire talented individuals. To be effective with a recruiter, we recommend having a focus and a professional resume. Although we do not provide recruiting services, Executive Blueprints can offer some suggestions and recommendations for responsible and reliable organizations to represent you.

Recruiter Referrals	No Charge
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Rate Structure (Career Development)

* Pricing and Availability May Be Subject to Change

Career Development is designed to evaluate your current situation and design a roadmap for your future. Career Development does not necessarily require a change in jobs. Frequently, Career Development study identifies opportunities to be more effective in a current role, increase opportunities for advancement or personal improvement, or increase satisfaction and self-fulfillment by creating a balanced life.

Quite often the dissatisfaction in a career is based on lack of personal fulfillment. It is important to understand what is important to you as an individual, and how to achieve your goals. For some people, success is measured by income and higher wages. For other people it is important to be respected and appreciated, which may be reflected in promotions or awards. Some people want to give something back to the community or contribute to the well being of associates. There is no right or wrong purpose, no reason is more admirable than another. It is unique and personal, and it is what is important to you. Career coaching is an ongoing process to identify your personal goals and to development the roadmap to achieve them.

Career Development can begin with pinpoint focused skill sets, particularly if you have new job responsibilities associated with a new position, promotion, reorganization, or attributes of a job that you are seeking. Career Development training can help with common areas of improvement like Time Management, Organization Development, Conflict Resolution, Strategic Planning and SWOT Analysis. This is an effective way to make measures improvements on key areas of personal development.

After the pinpoint training, career coaching identifies personal talents, skills, experience and knowledge of the individual to develop a personalized approach for leveraging you unique abilities. This is a powerful method to enhance personal performance, increase fulfillment and satisfaction, and help you achieve your goals with a balanced life.



Pinpoint Training Sessions are priced based on topic, time and desired results. Pinpoint training is customized to the individual, and therefore may vary significantly in time and content. Quotes on pinpoint training are prepared based on request and after a brief interview to identify the scope, the desired results and the current capability (starting point).

Pinpoint Training Price based on Topic and Evaluation



Career Coaching Services are an ongoing process and relationship that yield exceptional results. Career Coaching may include several aspects of the pinpoint training, as development plans may encompass specific skill set training. In this case, the pinpoint training is included in the monthly recurring fees and the monthly recurring sessions. This is effective for long term sustained personal growth and fulfillment.

Career Coaching and Development \$500 per month (telephone and email)

Executive Blueprints On-Line Resources



The following is an abbreviated list of reference materials provided on-line by Executive Blueprints Inc.

Coaching Forms:

The **Agenda and Process Flow** is a summary of the typical overall process, roles and responsibilities, and what to expect.

The **Personal Profile** is used to define your goals and your style. Define the present environment and circumstances. Define your goals and objectives. Define your style, pace and method of communication. Prepare to discover your strengths and voyage of discovery.

The **Session Preparation Form** is a tool to reflect and prepare for each session, making the time together more effective and focused. You reflect, then you set the agenda for the meeting.

Wheels of Balance are used to measure the current status of balance in life, career and management style.

A **Sample One Page Coach Agreement** is also available on-line for your reference.

Please note that every client is assigned a unique **Personal Identification Number**. This PIN Number is used on subsequent documentation to protect your confidentiality and privacy.

There is also an extensive and rapidly growing library of reference materials available on-line.

Visit www.ExecutiveBlueprints.com for

- ✓ **Executive Jobs, A Guide to Managing your Career** (Free eBook)
- ✓ Articles
- ✓ Travel Tips
- ✓ BizRolodex of Discounts
- ✓ Free Reference Case Studies
- ✓ Training Tools and Activities from Workshops

Examples:

- ◆ Time Management
- ◆ Value Sales
- ◆ Customer Service
- ◆ Creating a Three Year Strategic Plan
- ◆ Interview for Excellence Workbook
- ◆ Wheel of Leadership
- ◆ Wheel of Management
- ◆ Wheel of Life Balance



JOHN F. MEHRMANN

Biography

John Mehrmann is a dynamic, results-driven professional with 20 years of overall management experience, spanning operations, e-commerce, accounting, customer service, marketing, logistics and training. John has established a solid reputation for designing and implementing reliable, repeatable best-in-class business practices to consistently deliver superior performance and profitability to shareholders and investors. He is adept in designing, developing, and implementing strategic plans as well as negotiating sales and contracts with Fortune 500 companies, international vendors, and retail partners. John has a proven track record of empowering and leading personnel to realize their potential and surpass expectations. These operational and strategic planning capabilities are complimented by outstanding interpersonal, communication, and presentation skills.

Expertise encompasses:

Service Management • Project Management • Risk Management • Start-Ups/Consolidations/Turnarounds
Market Analysis/Research • Public Relations • Corporate Communications • Process Improvement
Budgeting • Client Relations • Customer Service • Training/Development • Consulting/Coaching

John has managed marketing campaigns, international service organizations, participated in providing organized solutions to Fortune 500 accounts, and successfully supported C-level executives at enterprise customer accounts. Among the many measured accomplishments of these activities, John assisted in designing differentiated programs that generated \$4.5 million increase in revenue. By developing techniques for cooperative negotiations to strengthen brand association and joint marketing, results were measured by incremental revenue increase 56% year over year, and attached sales rates at 52%. Implementation of collaborated logistics improvement processes reduced expense 33%, increased customer satisfaction 12%, and have received attention in best selling books and magazine articles. John has also assisted with design and implementation of multiple industry leading claims and data management systems.

As a consultant, trainer and personal coach, John Mehrmann brings his experience and expertise into a support role, adapting and aligning structured steps for development in a flexible personalized manner. As an executive, John appreciates schedule constraints and recognizes the importance of delivering bottom line results for time invested. Coaching and consulting engagements begin with a process of identifying measurable goals and targets. This is followed by a comprehensive detailed analysis of current capabilities, talent and environment to map out specific improvement plans and milestones to attain results and personal performance enhancement. Success is measured in the enhanced skills and accomplishments of the client customer.

Executive Blueprints Inc was founded on the principles of honesty, integrity and trust. These principles are core to the guiding leadership and personal development techniques provided by Executive Blueprints. In management, ethical business practice and communication are essential elements to building trust and confidence. Mutual confidence is required to endorse and empower individual, team, partner and vendor results. In personal development, honesty and confidentiality are essential to openly define challenges, strengths and opportunities. John Mehrmann has earned the trust of clients, customers, and global business associates. He requires the same high standards in Executive Blueprints Inc.

John Mehrmann is a member of the advisory committee for Motivation Education, an education development program designed to promote social and scholastic advancement through science and Technology. He is also a Member of the International Coach Federation, participated in the Global Leadership Forum, and is trained in Six Sigma and Management Innovation. John has been a member on the California Department of Consumer Affairs Bureau of Electronic and Appliance Repairs Advisory Council, and Industry Information Director, National Electronics Service Dealers Association (NESDA). John Mehrmann has also been recognized in the International Who's Who of Business Leaders and Sterling Who's Who Directory-Executive Edition. He has received the Certificate of Recognition and Industry Achievement Award Honors, the NPSC Award of Appreciation, and the USA Certificate of Appreciation for the Institute of Service Management.

Testimonials

"John is forward thinking, highly organized and is a genuine, caring person. I have learned so much from John. I can't thank him enough for all the coaching and mentoring that he has given me. I am a better manager and person having worked with him."

- Jami Fronk
Operations Support Manager, TOSHIBA



"John is an outstanding person, businessman, and professional. During one of the first conversations I had with him, I mentioned a research project that I was pursuing. Immediately afterward, John sent me a list of contacts, whom he thought might be useful to me with my research. John has vast experience in a variety of areas and is willing to give of his time, talents, and expertise."

- Whitney Ransom
Public Relations Director, Executive Excellence

"John is a true leader, establishing direction and expectations for people as well as demonstrating thought leadership to maximize company and personal performance. His principles and values drive his actions and the outcome is an extremely high level of trust and the knowledge that he is going to do the right thing for both clients and business associates."

- Eric Nelson
President, Strategic Technology Solutions, LLC

"John is a smart guy and generous with his knowledge. I asked him to take a call from another client to advance his understanding of an obscure logistics application. John couldn't have been more helpful and forthcoming."

- Jack Finnell
Senior Account Executive, Gartner

"John's integrity and honesty creates win-win relationships with a rare level of openness, making difficult transformations achievable. His unusual combination of strategic vision for innovation and a real talent for tactical delivery execution has resulted in new ways of doing business across business partners and has challenged those around him to follow, raising the bar for industry excellence."

- Mel Beale
Client Executive / GM EDS

"During the course of a long, critical and complicated business transformation initiative, John showed himself to be a true leader in difficult situations, as well as someone fun and creative to work with. He works across boundaries and through organizations to create a truly united team."

- Jude Aranha
Vice President Technology and Business Solutions, Service Net

"John has the unique ability to blend solid processes with excellent field presence. John was able to greatly impact not only my sales team's confidence in our service offerings at Toshiba BUT was able to create an environment of trust with our large enterprise accounts. John exhibits leadership and team skills, is both trustworthy and a pleasure to work with."

- Barry George
Director of Sales, Toshiba America Information Systems, Inc

Maggie Merante

Maggie Merante is a seasoned executive in Corporate Development, with over 22 years of professional experience.

Biography

Maggie has a broad range of experience in Corporate Management and Development. She created and managed many departments, covering multiple disciplines and a diverse array of industries. As part of that experience, Maggie developed and implemented policies and procedures for global organizations, standards or performance for departments and small organizations, as well as reporting and escalation processes for risk mitigation. She has extensive expertise in the areas of recruiting and interviewing techniques to identify talent pertinent to core competencies, and is experienced with the essential Human Resource disciplines. Maggie has extensive experience with Human Capital Development through group training, individual coaching and has been recognized for exceptional mentoring activities.

As a Director for Toshiba America Information Systems, Inc, Maggie was responsible for creating a survey process to measure customer sentiment and satisfaction rates, the results of which were used to evaluate performance and improve procedural as well as organizational changes. Maggie was also responsible for creating the first Customer Satisfaction Department for Toshiba America Computer System Division, focusing on the separate needs of corporate accounts, education sector and retail consumers. Additionally, she and her staff were responsible for developing and selling solution programs to meet the needs of many Fortune 500 accounts.

Maggie is a skilled consensus builder, which enabled her to build efficient organizations and design effective customer satisfaction solutions. As a result, Maggie has also been instrumental in assisting with arbitration, negotiating settlements and participating in resolutions for minor disputes and adjudicating landmark legal cases. This extensive corporate and customer experience has enabled Maggie to enhance active listening skills and empathize with both personal and professional needs of clients. She is adept at using these techniques and teaching these techniques with a patient and nurturing methodology.

As a result of more than 20 years of experience in corporate business and technology, Maggie has developed a very extensive network of respected associates and business executives. She has earned a reputation for integrity, and remains a trusted advisor and counsel. Maggie has expertise in career development coaching, as a life coach, and as an executive coach. She recognizes the importance of mutual trust and discipline for effective progress in personal development, and successfully delivers bottom line results with a friendly and welcoming demeanor.

Education

Maggie holds a B.A. in International Studies from Fordham University in New York City, where she was recognized as a leader and involved in many activities, including student government. Maggie also participates in continuous education courses in General Management, Account Management, Conflict Resolution, Customer Satisfaction, Solution Selling, Negotiations, and Six Sigma.



Your Next Steps

Your next steps are very important. You have taken the initiative to investigate the options of professional coaching as a means to support your desires to achieve your goals. That takes courage, wisdom and strength.

You are at the doorway of a journey of discover that could change your life. I am speaking from personal experience as a previous client, having been the recipient of an exceptional coaching relationship that dramatically improved my life. Now I have the benefit and personal reward of sharing this experience with others. It is my opportunity to clarify your goals, identify your strengths, and help you recognize your unique ability to achieve your objectives.

- (1) I encourage you to visit www.ExecutiveBlueprints.com/mentor.htm
 - ✓ There you will find samples of documents that we use to understand your personal profile, establish structure and goals, and track our progress.
 - ✓ You will also be able to find sample tools, the Wheels of Balance
 - ✓ There is also a copy of the One Page Coaches Agreement
- (2) If you have additional questions regarding this quote or the coaching process, please call or write an email. We will be happy to answer your questions.

The style and methods of coaching are as diverse and unique as the style and preferences of the client. It is important that you feel comfortable and confident with the coach that you select. This experience requires establishing a relationship with someone you trust, someone with whom you will enjoy sharing hopes, aspirations and observations openly and candidly. Take time to select the coach that meets your needs.

We are extending our sincere interest and invitation to be your coach. We hope to have the opportunity to help you realize your personal goals.

To set up your first appointment or interview a coach, please call **(877) 290-2503**, or email info@executiveblueprints.com

Thank you!

Sincerely,

John F Mehrmann

John F Mehrmann

