What is Max Potential?
The Max Potential program offers 22 weeks of personal leadership development, including coaching, to young adults (16 – 25), to help them maximise their potential during the final years of education and beyond. It also encourages our young adults to focus on the local community and ways that they can work to improve it.

What’s in it for coaches?
- Max Potential draws on leaders within the community, business, industry, schools and churches, equipping them with progressive coaching skills and tools that apply across personal, life and employment contexts.
- You will be given training in a life-coaching model, which explores ten personal leadership principles, and the opportunity to use these in practice with Max Potential participants, supported by your own accredited Future Achievement Australia (FAA) coach.
- All coaches will have the opportunity to build coaching into a personal and professional leadership profile, including the possibility of further life coaching accreditation through Future Achievement Australia Pty Ltd.
- There will also be a Certificate of Participation issued which can be used for further career opportunities.
- NEW!! Coaches have the option to complete the nationally accredited Certificate I or II in Active Volunteering (Community Services Training Package CHC08) at their own cost. The certificate, customised specifically for Max Potential, in partnership with the NSW Centre for Volunteering, builds on the basic generic skills required by all community-oriented organisations that enable volunteers to effectively participate in the organisation and undertake their community service work using basic practical skills required for the job.

How much does it cost?
- The cost of providing this service is $2100 + GST per coach. For eligible community members, this may be funded by Norths Leagues Club through a limited number of scholarships offered in 2016.
- It is envisaged that Max Potential will be sustainable through individuals and organisations paying for these services, as well as alternative funding arrangements to be explored.
What’s your commitment?

There are six mandatory dates, highlighted in the Coach Application Form, which you will need to be available for, in order to participate in the program. All of the information below can be found in the program flowchart, attached to this application.

You will be committing to:
- 2 x intensive coach training days;
- 8 x 1-hour coaching sessions with the young adult(s) you will be coaching. These will be in the form of eight coaching sessions at their school;
- 3 x 4-hour ‘Connect’ group meetings to be held at Norths Leagues Club;
- 4 x 1-hour coaching sessions with an accredited Future Achievement Australia (FAA) coach across your coaching process, with ongoing support via phone or email until the end of the program;
- A 1-day Showcase Event, to be held at Norths Leagues Club.

To be part of the 2016 Max Potential program, you will need to read and complete the attached application form and return it to:

Max Potential
Dee Raquel Joma
dee@futureachievementaustralia.com.au

If you have any questions please contact:

Dee Raquel Joma
Max Potential Project Manager – 0419 249 241
dee@futureachievementaustralia.com.au

OR

Glenn Ward
Norths Leagues Club – 02 9245 3000

The earlier you submit your application, the more likely you are to be awarded a place - the earlier the better!
Questions about becoming a coach

1. Does everyone have to do the coach training?
Yes. The coach training gives everyone common language, models, tools and processes. It enables coaches to experience being coached, and to explore the potential of the coaching process. Coach training allows for participants to demonstrate that they have the required capability.

2. Does coach training cost anything?
   - Yes and No.
   - The cost of providing these services is $2100 + GST per coach (this includes the cost of the student being coached). This can be funded through Norths Leagues Club, which has a limited number of scholarships available for 2016. Individuals and organisations are encouraged to pay for their own applicants outside of Norths Leagues Club scholarships wherever possible.
   - It is envisaged Max Potential will be sustainable through individuals and organisations paying for these services, as well as alternative funding arrangements to be explored.

3. I used to be, or currently am, a teacher. Do I still have to do the coach training?
Yes. Coaching is a very different process to teaching. Coaching has a very specific process and framework. Becoming a Max Potential coach can enhance your teaching and work with students, as you begin to explore the use of powerful questions, and being an accountable partner in helping someone achieve authentic success.

4. I’m an experienced business leader and manager. Do I still need to attend the coach training?
Yes, for the same reasons as teachers. Coach training will enable you to coach your own people to:
   - More consciously develop character;
   - Reflect on how they are achieving success in their own lives;
   - Increase personal productivity and motivation; and
   - Consistently contribute to business success, for themselves and those around them.

5. Who facilitates the coach training?
Consultants from Future Achievement Australia Pty Ltd (FAA). Future Achievement Australia is a consultancy and life coaching community, specialising in reinventing the way organisations and individuals maximise their success. The coaching experiences are based on 10 personal leadership principles, called MAXIMISERS®.

6. How long does the coach training last?
Two full days initially, plus four 1-hour coaching sessions over a period of up to five months where you will be coached by an FAA coach. FAA coaches will support and encourage helpful debriefing, and facilitate personal and program evaluation throughout the 22 week Max Potential program cycle.

7. What time commitment do I need to make?
   - Coaching workshop (2 days)
   - FAA coaching of coaches (4 hours of face-to-face personal coaching over 22 weeks)
   - Personal coaching preparation (a minimum of 1 hour of preparation for each of your personal face-to-face coaching sessions)
   - Introductory workshop (4 hours)
• Leadership coaching one-on-one with young leaders to build MAXIMISERS® principles into their lives and provide support for a community project (maximum of 8 hours over 22 weeks per young leader(s) + preparation time + online administration, reflection and debrief time)
• The Showcase, which will celebrate achieved leadership outcomes (7 hour session)
• Connect groups (two sessions of 4 hours within the 22 weeks of the program).

8. What support is available when I become a Max Potential coach?
You will have the support of your own FAA coach as well as the Max Potential Coordinator. Debriefing and review will be built into the coaching processes as well as optional opportunities for informal debriefing with other coaches.

9. Do I provide my personal details to the young adult(s)?
No. However, sharing personal leadership stories is an important part of the coaching relationship and we encourage this as a builder of relationships.

10. What sort of security checks are carried out on coaches?
To fulfil duty of care, all coaches are required to complete a ‘Working with Children Check’, and a 100-point identity check. This means that you must complete an online Working With Children Check as part of your Application, and attend a Motor Registry to verify your identity.

11. What insurance cover is there?
Each coach must ensure they have their own comprehensive motor vehicle insurance when travelling to and from a Max Potential activity. No insurance is provided by FAA for coaching activities.

12. What do I get from being involved?
We encourage you to see the personal benefit of developing coaching skills as a primary “walk away with” benefit of the program. Coaching skills will assist you to be more effective in key areas of your life – as a team leader/manager, as a teacher, as church leader or even as a parent/grandparent. You will also be contributing to the life of emerging leaders within your area and have a direct impact on how they help to build it as a community. We trust that, as with most coaching relationships, you will learn much about yourself as you progress through the training and the coaching, and that your own life and success will be enriched.

13. What if I want to stop coaching during the program?
A. If you are a scholarship holder, i.e. Norths Leagues Club has paid for your involvement, and if for non-extenuating circumstances, you decide you do not wish to continue in the Max Potential program, you will be required to pay back your scholarship, $2100 + GST AND assist in finding a solution that does not impact on the young adult being coached.
   If withdrawing for extenuating circumstances, the scholarship fee will be waived, and you will need to assist the Coordinator to find a solution.
B. If your employer is paying then you must first discuss the implications for your employer, and then discuss a solution with the Max Potential Coordinator, that minimises any impact on the young adult being coached.
2016 Coaching Application Form
(March – September 2016)

Please email to:

Max Potential
Dee Raquel Joma
dee@futureachievementaustralia.com.au

If you have any questions please contact:

Dee Raquel Joma
Max Potential Project Manager – 0419 249 241
dee@futureachievementaustralia.com.au

OR

Glenn Ward
Norths Leagues Club – 02 9245 3000
# Applicant Details

## Applicant Details

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<th>Name:</th>
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<td>Date of birth:</td>
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<td>Residential address:</td>
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<td>Suburb:</td>
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## Personal Contact Details

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## Work Contact Details

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## Character Referee

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<td>Contact phone number:</td>
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**Previous Experience**

Please list any courses or experience you believe may enhance your role as a Max Potential Coach, e.g. previous experience in Max Potential, business leadership training, Scouts/Guides/Rotary leader, church youth group leader, peer support, mentor, community development program, etc, in the table following:

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<th>Organisation</th>
<th>Type of experience</th>
<th>Position held</th>
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**Motivation:**

What attracted you to consider becoming a Max Potential coach?

What are your personal/professional vision and goals for developing your coach skills?

How do you expect coaching will help you achieve these goals?

How will you know you are receiving value from being a personal leadership coach in the Max Potential program?

What learning approaches tend to discourage you or de-motivate you?
Availability:

☐ I am available for the coach training days on Saturday 19th March 2016, from 10am – 5:30pm and Thursday 24th March 2016, from 9am – 4:30pm.

☐ I am available for the Introductory Workshop on Monday 4th April 2016, from 9am – 1pm.

☐ I am available for the 2 Connect Groups on Wednesday 25th May and Thursday 23rd June 2016, from 9am – 1pm on both days.

☐ I would be willing to discuss making a date for an informal coaches catch-up mid-program.

☐ I am available for the final Showcase on Monday 5th September 2016, from 1pm – 7pm.

☐ I am not available for key dates in this round of Max Potential but would like my application to be considered for future rounds.

Dietary Requirements:

As the coach training days will be a catered event, please supply details of any personal dietary requirements or allergies:

Investment

There are a number of options for payment to be trained as a coach. Please mark below how you are proposing to fund your Max Potential coach position.

☐ I wish to be considered for a Norths Leagues Club Coach Scholarship, i.e. no fee for the Max Potential Coach Training.

☐ I am paying for the Max Potential Coach Training.
$2100 + GST will be forwarded upon this application being successful and receipt of an invoice.

☐ My employer is paying for the Max Potential Coach Training.
$2100 + GST will be forwarded upon this application being successful and receipt of an invoice.
Name of employer organisation:
Postal address:
Employer ABN No.:

☐ My sponsor organisation is paying for the Max Potential Coach Training.
$2100 + GST will be forwarded upon this application being successful and receipt of an invoice.
Name of sponsor organisation:
Postal address:
Acceptance into the Max Potential program as a Max Potential coach is based on:

- Completion of this application form;
- Completing a Working With Children Check online, having your identity verified at a Motor Registry, and providing your Max Potential Project Manager with your Application Number;
- Attendance at training (two full days);
- Commitment to achieve all agreed personal coaching actions/goals;
- Commitment to making Max Potential time allocation a priority;
- Commitment to complete all **online administration**;
- Demonstrated commitment to personally investing into the lives of the emerging leaders in the local area;
- Demonstrated coaching capability;
- 100-point identity check.

*(The Max Potential Program reserves the right to appoint individuals as coaches who have completed all activities and demonstrate an appropriate attitude and coaching competence after coach training)*

**Signed Consent:**
I hereby give consent:

- For my contact details to be used for the strict purposes of the Max Potential program (including the coach directory and e-mail list to coaches). Any personal information provided to Max Potential is for program administration and training use only, and will be kept private and confidential, not for general publication. *(Information contained in this application form will not be disclosed to any other persons or organisation.)*

- To be photographed during Max Potential activities for the sole purpose of effectively communicating Max Potential outcomes amongst participants, and to the wider community. These photos may be reproduced in colour, or black and white, and may be altered, distorted or blurred for design purposes. I will not be consulted about the specific context or number of times in which my photo will be used.

- For any words I have written in evaluation or program materials, to be used for the sole purpose of effectively communicating Max Potential outcomes amongst participants, and to the wider community. I will not be consulted about the specific context, or number of times in which my words will be used.

- If I leave the Max Potential program for non-extenuating circumstances I will pay the full cost of involvement on receipt of an invoice, within 30 days.

**Declaration of accuracy:**
I declare the information in this Max Potential coach training application is, to the best of my knowledge, correct.


*(signed consent and declaration of accuracy)*

*For further information of privacy compliance please refer to the privacy statement attached.*
Privacy Statement

FUTURE ACHIEVEMENT AUSTRALIA PTY LTD Privacy Statement

This Privacy Statement explains in general terms how FUTURE ACHIEVEMENT AUSTRALIA protects the privacy of your personal information under the National Privacy Principles. It will apply to any personal information you provide to us:

- when providing us information as part of a general enquiry,
- when becoming a subscriber of our monthly FUTURE ACHIEVEMENT AUSTRALIA e-News,
- when registering for our services, workshop programs, residential programs and coaching services,
- and any other agreement or arrangement with FUTURE ACHIEVEMENT AUSTRALIA

This Privacy Statement will also apply to any information about you that is provided to us by someone else.

What Information Do We Collect?
The types of information that we collect from you will depend on the circumstances of collection and on the type of services or products you request from us. Generally, information is related to contact details such as your name, postal address, billing address, telephone numbers, facsimile numbers, email addresses, or other workshop program details to provide quality service to you, including dietary requirements (if any) and health issues relevant to your accommodation arrangements. As we are required by law to obtain your consent to the collection of "sensitive information" we will assume that you have consented to the collection of all information which is provided to us for use in accordance with this Statement, unless you tell us otherwise.

How We Collect Information
We may collect personal information about you when you deal with us over the telephone, send us correspondence (whether by letter, fax or email), visit our web sites or when you have contact with us in person. As well as collecting information directly from you, there may be occasions when we collect information about you from one of our accredited coaches.

How We Use Your Personal Information
We generally collect your personal information for the following purposes:

- to process your workshop or coaching registrations, and product purchases;
- to facilitate any consulting services, development or coaching agreements;
- to register your interest in FUTURE ACHIEVEMENT AUSTRALIA products, services and events;

Some of the personal information we collect is essential for us to be able to accurately identify who is using our services and products, as well as what their interests are.

Disclosure of Personal Information to Third Parties
We may disclose your personal information to third parties, for example, to our coaches and consulting associates to whom we contract out certain services, for the purpose for which the information was collected or for related purposes, for example to complete a transaction on your behalf or provide you with a service that you requested. We may also disclose your personal information to various law enforcement agencies and governments around the world for security, customs and immigration purposes. FUTURE ACHIEVEMENT AUSTRALIA engages third party contractors to perform services for us which involves the contractor handling personal information we hold. In these situations, we prohibit the third party contractor from using personal information about you except for the specific purpose for which we supply it. Other than the above, we will not disclose your personal information without your consent unless disclosure is either necessary to prevent a threat to life or health, authorised or required by law, reasonably necessary to enforce the law or necessary to investigate a suspected unlawful activity.

Access & Correction of Information We Hold About You
We will, on request, provide you with access to the information we hold about you, unless there is an exception which applies under the National Privacy Principles, including for the purpose of correcting or updating that information. We may recover from you our reasonable costs of supplying you with access to this information. Your request to provide access to this information will be dealt with in a reasonable time. If we refuse to provide you with access to the information, we will provide you with reasons for the refusal and inform you of any exceptions relied upon under the National Privacy Principles.

Keeping Your Personal Information Up To Date
We take reasonable steps to ensure that your personal information is accurate, complete, and up-to-date whenever we collect or use it. If the personal information we hold about you is inaccurate, incomplete or out-of-date, please contact us and we will take reasonable steps to either correct this information, or if necessary, discuss alternative action with you.

Resolving Your Concerns
If you wish to gain access to your personal information, have a complaint about a breach of your privacy or you have any query on how your personal information is collected or used please forward your request, complaint or query to the address below. We will respond to your query or complaint as soon as possible.

Changes to This Privacy Statement
We may amend this Privacy Statement as our business requirements or the law changes. Any changes to this Privacy Statement will be updated on our website www.futureachievementaustralia.com.au where the most current privacy statement is available.