

# Helping People. Everyday.

*Making learning and development a habit.*



people-ASSIST™ packs key notes, special forms, problem solving techniques, exercises, tip sheets, question cues and more into one, easy-access desk aid.

Supporting a wide variety of situations faced in helping individuals achieve their potential and developed with the help of more than 70 leading organisations, the full-featured toolkit is equally suitable for the professional coach as well as the manager who uses coaching, mentoring and the 'helping skills' in their everyday management.

People-ASSIST™ features:

- Key notes, question cue sheets and tools supporting a wide range of applications
- Comprehensive coaching and mentoring primer (more than 30 foundation and advanced topics)
- Quick reference tip guides
- Comprehensive compendium of illustrated problem solving and decision making techniques
- Supporting hand-outs
- Simple, shorthand note taking system
- Instant view coaching schedule
- Personal learning journal
- Cue card memory aids
- Question line mind maps
- Colour-coding, distinctive icons and index tabs for easy reference
- Organiser reference, audio and PC/MAC media to suit individual preference
- Easy addition of training notes and other supplementary materials
- Templates, forms and exercises supplied on CD-ROM, allowing unlimited reproduction for personal use
- Easily customised for organisation or personal need.

“An inspiring and invaluable aid for the busy manager or coach.”



**FOR MORE INFORMATION  
PLEASE CALL 01273 326822  
or email [info@proactivestyle.com](mailto:info@proactivestyle.com)**



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

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