



KAPLAN COACHING & CONSULTING CAN HELP YOU ACHIEVE OUTSTANDING RESULTS WITH LESS EFFORT & STRESS. WE HAVE A 20 + YEAR PROVEN TRACK RECORD OF HELPING INDIVIDUALS AND THEIR ORGANIZATIONS TRANSFORM THE WAY THEY WORK – IN THE US AND INTERNATIONALLY – AND ACROSS MANY INDUSTRIES.

WOULD YOU LIKE TO:

- DRAMATICALLY INCREASE PERSONAL PRODUCTIVITY AND ACHIEVE A TRUE LIFE/WORK BALANCE?
- ACHIEVE OUTSTANDING RESULTS AS A HIGHLY EFFECTIVE MANAGER, LEADER AND COACH?
- PROACTIVELY SHAPE CLIENT DISCUSSIONS; DEFINE ISSUES AND CLEARLY ARTICULATE SOLUTIONS?
- DEVELOP RELATIONSHIPS THAT QUICKLY INSPIRE TRUST AND CONFIDENCE AND WIN WORK – FROM A COLD START; BECOME A TRUSTED AVISOR?



CORE SERVICES

1 Kaplan’s Time Factor™
Have More Time, Less Stress and a Better Life/Work Balance

Do you have a gut feeling you could become more productive but remain unsure what to do about it? This hands-on practical program, delivered on-the-job in your own work space, will revolutionize the way you work.

Boost your productivity 10%-15% – or more – and have less stress:

- Become TOTALLY organized – both paper and electronically
- Build a simple filing system that enables you to file and retrieve items easily and quickly
- Acquire an unshakable laser-like sense of focus
- Develop new ways to add more value to clients/customers and your team/organization
- Work more effectively with your assistant to ensure maximum teamwork and productivity
- Create and maintain a sense of “calm” that supports your ability to be optimally productive
- Develop a highly workable approach for managing the workflow and controlling email, paper, interruptions and the telephone
- Get better results when delegating & coaching
- Create a truly rewarding and sustainable life/work balance!

The result is the ability to perform your role at a significantly higher level and to sustain it – with greater reward and satisfaction.

2 Grow Your Business
Become a Trusted Advisor to and Gain Clients/Customers for Life

What if the notion of “selling”, which has made you uncomfortable, was no longer a part of the equation?

Learn how to:

- Maximize revenues and develop trust-based relationships - quickly - at the same time
- Create an environment in which you can be totally open and honest with clients/customers about everything, and solve problems working together from the start

Whether you are experienced or just getting started, we will help you understand why becoming a trusted advisor is the sure-fire route to building relationships and growing your business. It’s easy, it’s fast and it works.

The result is more open, honest and enduring relationships – and more business!

We will help you raise your game and outperform the competition.

KAPLAN COACHING & CONSULTING SERVICES PROVIDE POWERFUL TOOLS THAT WILL PRODUCE AN IMMEDIATE IMPACT...SO THAT YOU CAN **NOT ONLY SURVIVE BUT THRIVE** IN ANY ECONOMY.

DEPENDING UPON YOUR NEEDS OUR CUSTOMIZED SERVICES CAN STAND-ALONE OR WORK IN TANDEM.

3 Fully Engage Your Team's Passion, Energy and Commitment *Become the Manager, Leader and/or Coach Others Want to Follow*

- Are you unclear about the direction your firm or company should take and/or how to effectively engage others?
- Do you lack the skills or know-how to effectively communicate the message and implement the change required?
- Do you struggle to understand what makes those around you tick - how to reach and/or fully connect with them?
- Do you think you might achieve better results by adopting a different management style and/or becoming more of a coach?

Effective managers and leaders aren't born; they're made. The process can be accelerated by "deliberate practice" and working with an experienced coach.

We can help you:

- Create the right vision & strategy to move your practice, organization, department or team in the right direction
- Obtain maximum buy-in at all levels by devising an effective communication strategy
- Master the skills and know-how required to successfully implement the program
- Assist in the actual implementation, where our deep experience can make a dramatic difference and increase the chances of your success
- Effectively challenge, motivate and fully engage your team

By working with you each step along the way, we will help you get there faster, with fewer setbacks.

WHAT'S NEXT?



LET'S TALK!... WE'RE HERE TO LISTEN AND HELP.

WHY NOT TAKE ADVANTAGE OF AN INITIAL RISK-FREE COMPLIMENTARY CONSULTATION IN WHICH YOU CAN DISCUSS ANYTHING YOU LIKE IN A SAFE AND NON-JUDGMENTAL ENVIRONMENT?

TAKE THE FIRST STEP TO GETTING THE RESULTS YOU WANT - **NOW!**



YOU CAN REACH US AT:

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EMAIL: STEVEKAPLAN@POST.HARVARD.EDU

WHAT OUR CLIENTS SAY:

- "STEVE KAPLAN HAS DONE SOME OUTSTANDING WORK WITH ME AND MY TEAM OVER THE LAST 10 YEARS. HE HAS WORKED WITH US AS AN EXTERNAL COACH, RUN WORKSHOPS AND CONFERENCES AND HELPED US BECOME TRUSTED ADVISORS. HE HAS BEEN THE SOUNDING BOARD WHEN THE GOING GETS TOUGH. HE UNDERSTANDS THE ISSUES FACING PROFESSIONAL SERVICES FIRMS".

***Global Industry Leader,
Big Four Accounting Firm***

- "I ENJOYED YESTERDAY... AND IT WAS BLISS COMING INTO MY ORGANIZED OFFICE THIS MORNING. THANKS STEVE!"

Ad Agency Exec

- "STEVE'S WORK WITH US HAS BEEN A HUGE BENEFIT. WE ARE A LOT MORE FOCUSED IN WHAT WE DO AND OUR RESOURCES ARE ALLOCATED TO THE AREAS WHERE THEY ARE BEST PLACED. I AM CERTAIN THAT OUR BOTTOM LINE WILL DRAMATICALLY EXPAND WHILE OUR QUALITY OF LIFE ALSO INCREASES."

***Managing Partner,
Law Firm***

- "YOU'RE THE BEST MONEY WE SPEND!"

***Partner,
Mid-sized Accounting Firm***