

Loistan Työssäni

ICF Finland 10
Handbook

#LoistanTyössäni #ICFFinland10

Welcome to Loistan Työssäni !

Loistan Työssäni or **Shine at Work** is a celebration of ICF Finland reaching the grand old age of 10!

A lot has happened during those 10 years; the rise and reputation of coaching has grown significantly, the importance of coaching in leadership and in business generally, not to mention the profile of the ICF and of ICF-credentialed coaches which has grown immeasurably.

By bringing together an inspiring line-up of speakers, a thriving community of business experts and leaders, professional coaches, not to mention our incredible ICF members, we hope you'll have an engaging and memorable day.

We hope you enjoy reading this handbook, to help you make the most of the day.

So thank you in advance for attending our landmark event and a very warm welcome from the ICF Finland board!

Another great celebration this year sees Finland itself turn 100 years old! So, Onnea Suomi! And Onnea ICF Finland!

Nonna, Kati, Johanna, Nick, Wiki, Risto, Elina, and Johanna



Finland
Charter Chapter



ICF Finland 10th Anniversary

Seminar Celebration

Radisson Blu Seaside Hotel

Ruoholahdenranta 3, 00180 Helsinki

Wednesday 16th August 2017

12.30 pm. - 9.00 pm

(VIP session from 8:30am -12:30pm)

6 Core Competence CCE points

Dress code: Smart / Casual

Bring your ICF Pin if you have one!

Location

<https://www.radissonblu.com/en/seasidehotel-helsinki/map>

How to get there:

<https://www.radissonblu.com/en/seasidehotel-helsinki/location>

Parking

A car park under the hotel has 100 spaces. Pricing; €4.50 per hour / €29 per 24 hours

Programme 16.08.2017

08.30*	VIP Registration	Valimo
09.00	VIP Master class discussion with John Mattone	Visio (In English)
11.30	VIP Lunch	Visio
12.30	Registration	Valimo
13.00	Welcoming	Valimo
13.10	Who coaches whom? The interaction of multiple languages and multiple identities in coaching Leda Turai-Petrauskiene, MCC, Immediate Past Chair of the ICF Global Board	Valimo (In English)
13.40	Ihminen ja kone – Case KONE valmentavasta johtamisesta Kaija Bridger, Head of Talent Management, KONE	Valimo
14.10	Dare to Coach – coaching ja arvojohtaminen Heli Partanen, Head of B2C, Telia	Valimo
14.40	Coffee Break	Lobby
15.00	Keynote: Intelligent Leadership John Mattone, One of the world's top leadership coaches	Valimo (In English)
17.10	How to conquer your own 'Everest' Carina Räihä, The first Finnish female to summit Mt. Everest	Valimo (In English)
18.00	Book signing with John Mattone	Valimo
18.00	Cocktail Dinner	Bistro

*Precise timings may be subject to minor tweaks!

Speakers may be more inspiring than you expect

Water and coffee will be served throughout the event for optimal brain function-ability

Drink a water for every coffee you take!

Talk to the person(s) next to you

ROI Handbook

Every one of us is different. This handbook is designed to help each attendee identify and maximize the benefit from attending ICF10 and **you may prefer to print this out.**

- Each attendee experiences ICF10 in a personally unique way
- Each attendee has a unique set of objectives for themselves and their business
- Each attendee will try to make sense of a unique mix of new ideas, concepts, contacts
- Each attendee has their own idea of what constitutes a “good” session or an “excellent” event—each person’s perception is different.

Before ICF10

Practical Preparation Ideas

Your time at ICF10 is extremely valuable, and it will move quickly. Some early preparation can help you to capitalize on your opportunities.

Objectives

Make a written note of your personal objectives and objectives for your business. Decide how you are going to report back on whether the objectives were met.

Contacts/networking

Which individuals would you like to meet? Check if they will be attending and arrange in advance to meet up.

Get in the networking mindset

Behavioral Tips, Tools and Techniques to Help Maximize Your ROI

Prepare your mind, heart and soul for the experience.

Introduction

Have you ever stopped to question why some events you attend are exceptionally productive and others are not? At some, you network brilliantly, add to debate constructively, and take on broad new ideas with enthusiasm and curiosity, while at others, you feel unable to approach those you don't know, skip educational sessions, and dismiss new ideas as speculative nonsense.

While we may be inclined to view each of these situations as totally outside of our control, consider instead becoming curious as to why this happens, and then take ownership of the behavioral factors involved. From there, we can choose to develop a series of tools and techniques to ensure that we enter each meeting experience with a more appropriate mindset. As humans, recognizing the link between the ways we feel, think and ultimately behave can help us take ownership and, therefore, challenge our attitudes, perceptions and beliefs, helping us to set and then accomplish our chapter or regional ROI goals.

Responsibility

We have all heard ourselves and others say that we are unable to do something due to "being in the wrong frame of mind," in a "bad mood," or not "in the zone." These are all clear examples of how our emotional state affects our behavior in everyday life. The first step in getting the most from an experience is taking responsibility.

Professional athletes talk of mind over matter and use tools, such as visualization, belief systems and anchors, to access the most appropriate emotional mindset and perform to the best of their abilities. While what constitutes "success" for a ICF10 attendee will differ from a professional athlete, the benefits of using the mind are the same. A clear vision, focus, confidence and positive mindset are crucial; add to this the ability to overcome negative, "toxic" thoughts that can hinder our confidence in social situations, and even if all we need to do is sell, network and learn more, understanding and taking responsibility for our mental state is essential.

Prior to the event

Earlier in this handbook, you were asked to consider how you can best prepare practically for ICF10.

Consider experimenting with the following exercises before the event. They are aimed at helping those attendees who may struggle with confidence or simply want to be able to achieve a certain emotional state more easily and use visualization and anchoring techniques.

Achieving the right state

Set aside some quiet time to consider exactly why you are participating in the event and imagine what exactly you will be doing to achieve these goals. Will you be presenting, networking, debating, meeting, engaging? Try to imagine the situation in your mind and consider how it would feel to achieve these objectives (for example, curious, confident, open-minded or calm).

If you think you may have difficulty achieving any of these particular states, take each one in turn and think of a time you have had this feeling in the past. Remember how you felt, experience the sensations you had then; look at how you were physically; and notice what you smelled, tasted and heard. Look at yourself both from a third-person perspective and then through your own eyes. Once you feel the emotion, then you can either create an anchor or use visualization.

Anchor: An anchor is something that you do physically that, when repeated, brings back the emotional state it relates to. For example, if you were trying to reach a confident emotional state, you would choose to recall and experience (in your mind) confident feelings that you have had. Then, you may press your thumb and forefinger together. Repeating this process uses the brain's natural ability to associate physical sensations with their related emotions (think of the memories that unconsciously arise when you smell a favorite scent) and can help you improve your confidence at any given place in the future simply by pressing your thumb and forefinger together.

Visualization: Another way of getting into the right emotional state is to visualize what you'll be doing at ICF10. This powerful and popular technique is used for a variety of different goals. In this instance, you take the vision you created of you performing well in the past and instantaneously transfer yourself to the days of the event and visualize yourself doing what you want to do. Repeating this process can help you mentally prepare so that as odd as it may sound, when ICF10 gets underway, it doesn't feel like the first time.

Challenging your thoughts

Our thoughts are a complex mixture of attitudes and beliefs. They are not set in stone and often it can be useful to challenge them to see if they serve you best in all situations.

Attitude: Our attitudes can become an integral part of our personality and affect how we experience things. Is the glass half-full or half-empty for you? You cannot always control what happens—much of the ICF10 experience has been created for you—but a positive, open-minded attitude can be instrumental in finding how to internalize and enjoy it. Get curious about what your default attitude to life is. Watch out for negative assumptions and attitudes and see what alternatives you could have.

Beliefs: Numerous behavioral experiments have shown beliefs to be a powerful set of thoughts. Examine your beliefs to see if they limit your behavior. For example, do you believe that ICF10 is going to be a productive and fruitful experience? While it will be hard to prove the extent to which it is true, social scientists will argue that a sure-fire way of having a negative experience in almost anything is to go in believing just that. Examine what you believe about you, your skills, your value, and ICF10 itself.

Toxic Thoughts: As humans, the wrong kind of thinking can be extremely limiting and damaging. Become aware of the following thoughts and see if any relate to you:

CATASTROPHIZING: Taking a relatively minor negative event and imagining all sorts of disasters resulting from this one small event. Making a mountain out of a molehill.

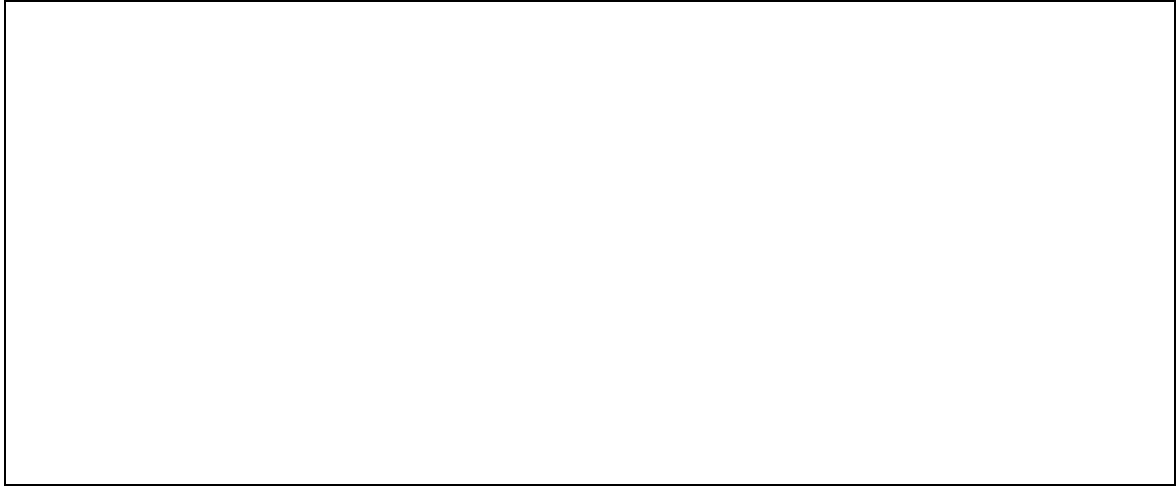
ALL-or-NOTHING THINKING: Extreme thinking with nothing in-between. People either love you or hate you. Something is either perfect or a disaster. You're either responsibility-free or totally to blame.

FORTUNE-TELLING: Making negative future predictions. **MIND-READING:** Assuming you know what others are thinking and that their thoughts are negative.

OVERGENERALIZING: Making global conclusions based on smaller events. Using terms like "always," "never" or "everyone is..."

MENTAL FILTERING: Bias in the way you filter information, in which you acknowledge only the information that fits with a belief you hold. Other information gets ignored.

DISQUALIFYING THE POSITIVE: Never recognizing positive things that happen or are said. Brushing things off as lucky or believing, "they're only saying that because they feel sorry for me," or "anyone could do that."



During ICF10

Staying in the mindset that helps us perform at our best is something that is only possible by constantly being curious and aware of our thoughts and using techniques to help keep us there.

Find time to be alone and without distraction. Focus on what the day will be like; visualize you doing what you want to do.

Use the previously highlighted exercises to challenge your thoughts and attain the feeling that you want. This is the time to anchor yourself in a positive, confident, and open-minded mindset. Believe that the day is going to be exceptional; if you feel like it then, even tell yourself it is and repeat your belief to reinforce it, but make sure you frame your beliefs in the positive (i.e., “I will be/do XYZ,” rather than “I will not be/do XYX ...”).



“Being present”

Within this context, “being present” means being both physically and emotionally engaged with the world around you. Some of us attend events all over the world and although we may be in attendance physically, it can be more difficult to feel fully engaged after a long flight (or a late night)!

Taking time to increase our own awareness of our experience can help us be more effective and heighten the event experience. On the morning, check in with yourself to ask how you are feeling. Accepting that you may not be in top form is the first stage in improving. Get curious about getting back in the zone by setting some positive intentions for the day and visualizing what a successful day you are about to have.

Your mental approach

Throughout ICF10, challenge yourself to do things differently. Ask questions when you would normally stay quiet and interact with people who you’ve never spoken to or, even better, hold unfounded negative beliefs about.

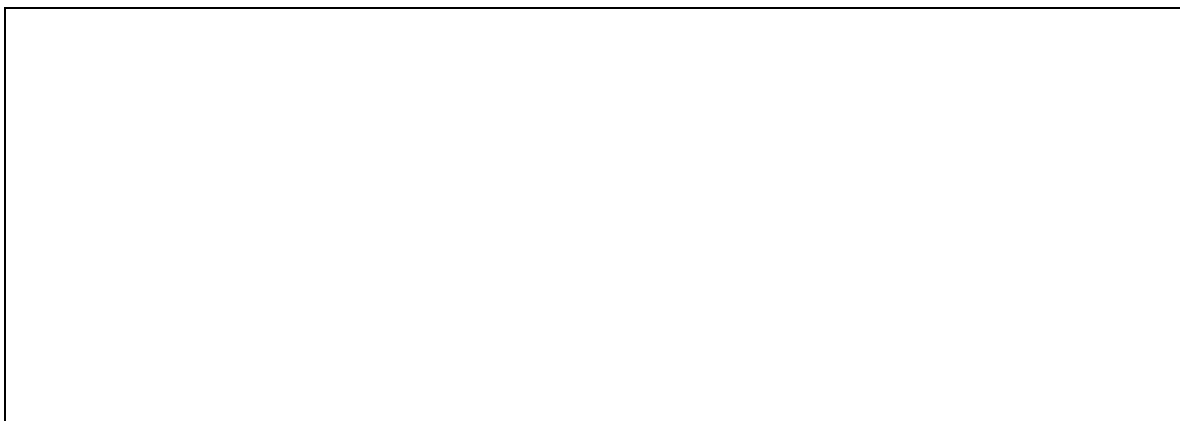
Sit in different places throughout the event, and introduce yourself to five new people. Social scientists again will argue that changing the patterns of behavior in all manners of situation leads to differing results.

Post-event

Following ICF10, it is all too easy to forget the experience, those you met, and the tools you used to create a successful event. However, by using this Handbook, you can create a toolbox of techniques that help with all aspects of your performance and your business.

Get curious about what worked for you as well as what didn’t and become aware of the huge benefits of taking responsibility for behavioral patterns.

And use this for other, future events too.



Personal Objectives Checklist

Knowledge and Skills

What did you actually learn?

Fill gaps in basic knowledge.

Move a subject status from basic knowledge to expertise.

Further improve existing areas of expertise.

Identify and implement new leadership techniques.

Find solutions to specific chapter or business challenges.

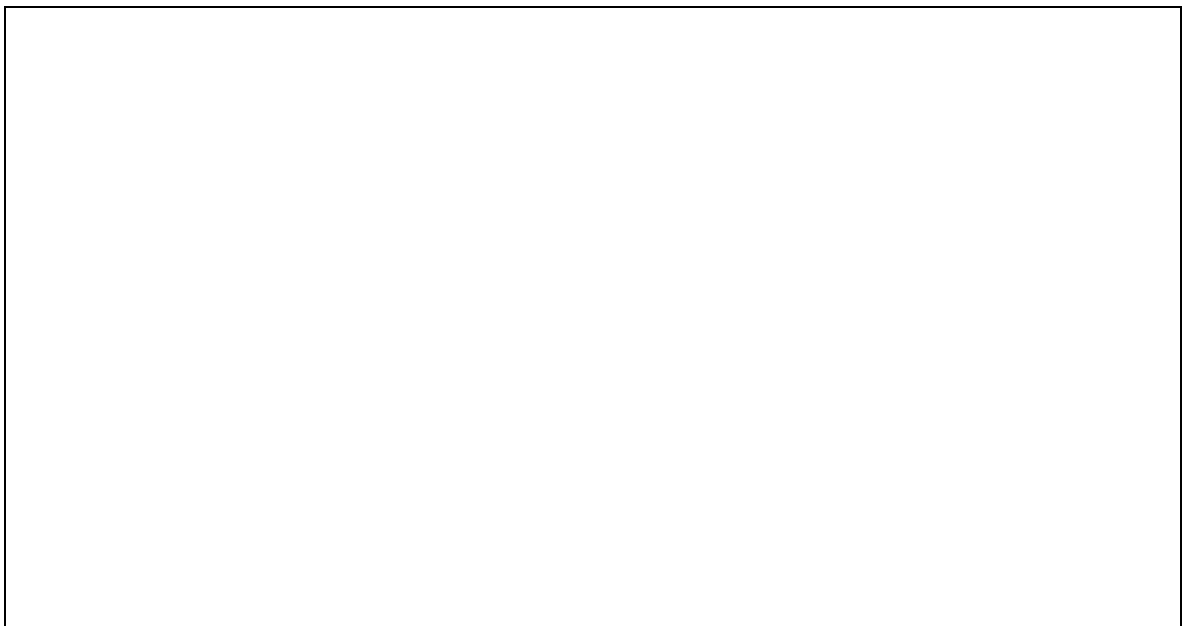
Identify valuable information to pass on to non-attending people and teams

Action Ideas

Turn your new knowledge into community advantages.

Note the key points you have learned: Identify which subject areas are sufficient in themselves and which will need additional training/study.

Plan personal action points to take home. Communicate relevant information to individuals, colleagues or teams.



Personal Objectives Checklist

Strategic Thinking

How has ICF10 opened your mind to new concepts/ideas?

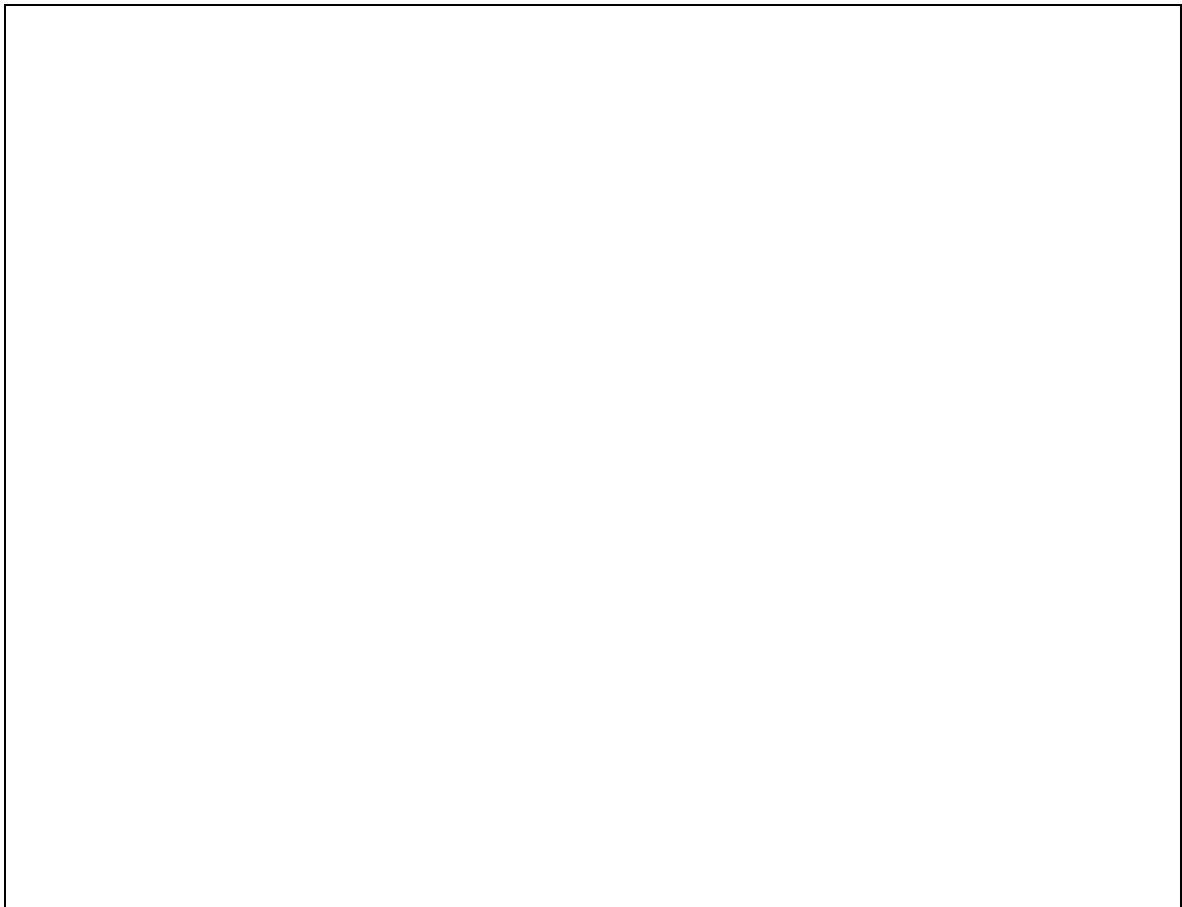
Greater awareness of global issues and trends. Generate new creative, stimulating ideas—large-scale brainstorming.

Action Ideas

Apply your new ways of thinking to your current challenges.

Re-evaluate current strategic plans and programmes.

Incorporate new strategic thinking into future planning processes. Communicate relevant information to people and teams. Test out and evaluate new creative ideas on leadership teams. Review feedback on your ideas and initiatives; implement changes.

A large, empty rectangular box with a thin black border, occupying the lower half of the page. It is intended for the user to write down their action ideas or notes related to the strategic thinking section above.

Personal Objectives Checklist

Relationships

Are you making full use of the networking at ICF10?

Identify potential future partners/collaborators. Agree on future plans and activity programs with partners. Obtain high-level feedback from past collaborative activity.

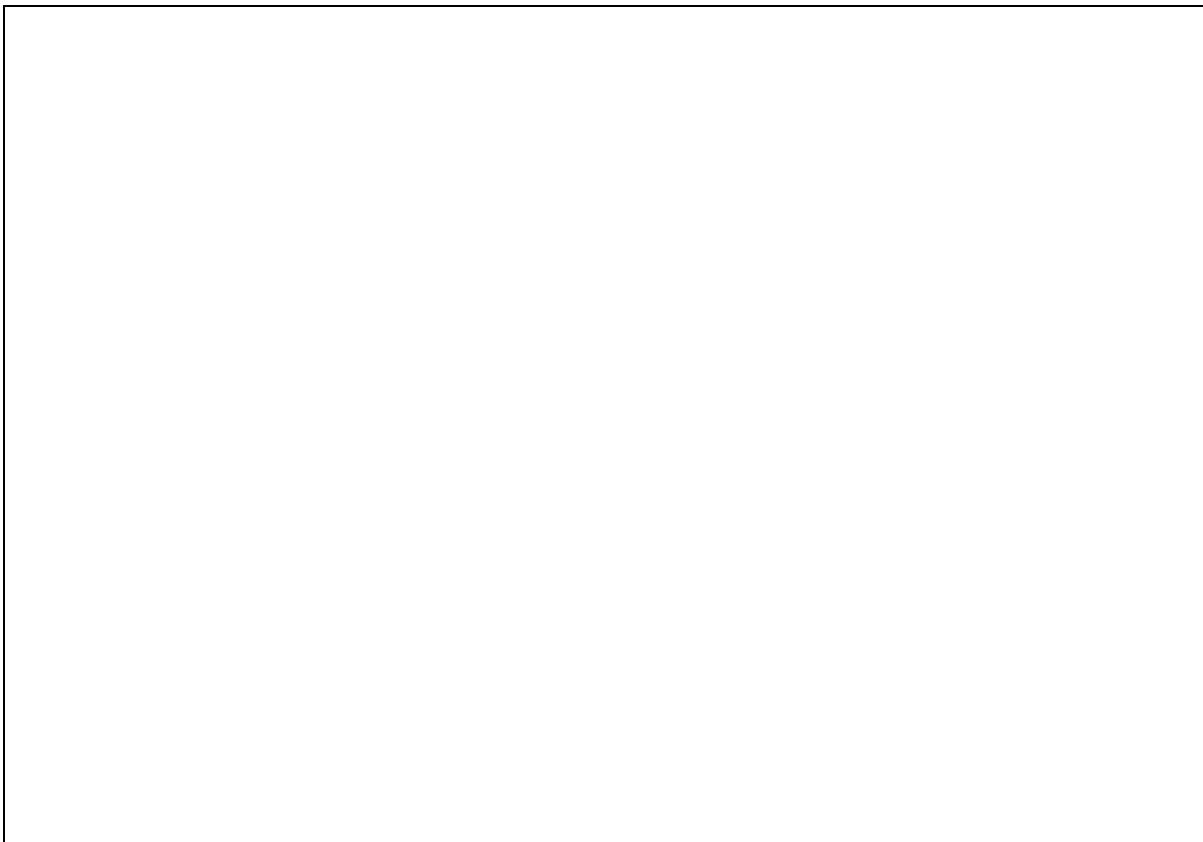
Action Ideas

Turn relationships into new collaboration opportunities.

Write up plans and proposals to collaborate. Connect via Facebook, LinkedIn, Twitter, Instagram, or other social networking sites.

How would you like to be **involved with ICF Finland in future?**

But, most importantly, **have fun!**





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#LoistanTyössäni #ICFFinland10

We're very excited to welcome you to ICF Finland's 10th Anniversary celebrations!

We look forward to seeing you there.

Best wishes,

The ICF Finland Board

Contact Us
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