



Jane Grafton

Jane specialises in helping others develop by providing a coaching structure, input and expertise so that they make sense, gain clarity and insight and thereby move forward. Jane helps people to constructively explore the real issues, providing a mirror and feedback within an environment of trust and non-judgement. She stands for authenticity – saying it how it is. She divides her year between USA and Asia spending 6 months in each. In addition to her commercial work, Jane donates much of her time to charity and supporting others.

Jane has a MBA, MEd (Coaching), is a certified Results Coach, MBTI, FIRO-B and TMS® practitioner and is a Fellow of the British Chartered Institute of Personnel and Development. In 1991 she was made a MBE (Member of the Order of the British Empire) for her commitment to Leadership Development.

Career & Experience

2004 TO DATE

PERFORMANCE AND LEADERSHIP COACHING - 2000+ HOURS OF 1-1 COACHING

Contracted to coach senior managers in Singapore in the Finance & IT sectors, in Shanghai with regional managers specialising in electronics. Works with private clients in Singapore, UK, USA and Australia.

PROJECT MANAGEMENT – GEORGETOWN UNIVERSITY WASHINGTON DC

Director of Center for Meditation & Interfaith Dialogue for undergraduates and faculty. Teaching meditation, encouraging dialogue, coordinating events, fundraising, facilities management and providing 1-1 support to students. A 5 month project Jan-May 08 & 09

ORGANISATIONAL DEVELOPMENT – ST GEORGE'S CHURCH, SINGAPORE

Consultant to the administration team: coaching, facilitating team discussion to improve processes, systems and communication. A 6 month part time project Oct 06 – Mar 07

WORKSHOPS/RETREATS – designing and delivering events on a range of personal development topics, including:

2-day Authenticity workshop for the Facilitators Network of Singapore

2 day silent retreat for the Singapore Eckhart Tolle Group

1 day Collaborative Working with Greengage Consultancy

DATABASE MANAGEMENT WCCM – coordinating a virtual team of volunteers in 54 countries to maintain and submit information for a database. Manipulating data and publishing a Directory of 3,000 groups worldwide to enable people to communicate and distribute resources.

CONTINUING PROFESSIONAL DEVELOPMENT

Particular areas of interest: creativity, self awareness, leadership, living in the now, authenticity and transformation. Jan – Jul 09 studying a Certificate in Leadership Coaching, Georgetown University School of Continuing Studies USA



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JULY 2000 - JANUARY 2004 MANAGEMENT TRAINING CONSULTANT, BRITISH COUNCIL

Full-time Training Consultant with the Professional Development Centre of the British Council Singapore. Designed and delivered training programmes on Coaching, Counselling and Mentoring, Influencing Skills, Conflict Resolution, Essential Skills for Managers, Initiative, Creativity and Innovation and Assertiveness. Delivered over 3,000 hours of face-to-face training. Clients included British Councils in China, Malaysia and Indonesia, AMN Amro, Deutsche Bank, a number of Local Singapore Government Authorities including the Economic Development Board and the Port Authority.

JANUARY 1995 – JULY 2000 REGISTRAR, JOHN LEWIS PARTNERSHIP

Approx 2,000 hours coaching/counseling/mentoring with managers and staff exploring personal skills and motivation, talking through challenging situations, making sense of change and behaviour in organizations. Worked with senior management team on issues such as sensitive employee relations, employment law, disciplinary procedures and recruitment and assessment. Provided a confidential advisory service for 850 frontline staff i.e. pension rights, financial planning, employment rights, bereavement, eviction, bullying.

1979 - 1999 ARMY OFFICER (MAJOR), HER MAJESTY'S ARMED FORCES

Serving uniformed regular officer with HM Forces posted every two years to fill a variety of personnel/administrative roles, Assessment and Selection Officer of over 480 potential candidates for The Royal Military Academy Sandhurst, Officer Commanding of a Training Company for women entering the armed forces. Adjutant to the Commanding Officer Special Forces. Protocol Officer organising and hosting VIP, Royal, Ministerial and Staff College visits to Berlin. Operations Officer with the American, French and Russian armed forces.

EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS

2008	Results Certificate of Coaching Skills
2004-07	MBTI, FIRO-B, Team Management Systems
2002	Counselling and Guidance in Learning, MEd, The Open University
1999	MBA: Strategic Management, HR Management, Financial Strategy, Creative Management - The Open University Business School
1999	Fellow of The Chartered Institute of Personnel Development

CLIENTS

In UK/USA

Georgetown University, Washington DC, RSPCA, Greengage Consulting, Bath Consultancy Group, Roffey Park, Safe Hands Sitters, Age Concern and individual coaching clients from a range of professional backgrounds (Police, Debt Counsellor, Project Manager, Business owners. Academics)

IN ASIA PACIFIC

Areva, Singapore & Indonesia, St Andrews Junior College, Greenleaf Asia, United Engineers Malaysia, Citibank, NXP Semiconductors China, ASK Europe, ASK Solutions, Facilitators Network of Singapore, St George's Church, Eckhart Tolle Group Singapore



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