

FOXFIRE

MANAGEMENT

OUR SERVICES

- Administrative Management
- Convention / Trade Shows
- Financial Management
- Marketing / Communication
- Meeting / Event Planning
- Membership Services
- Leadership Development
- Strategic Planning

Message from the President

Are you facing a difficult transition? Do you want to maximize an opportunity? A professional coach can help you or your company clarify goals, break through barriers and catalyze change. This issue will give you some information on what to expect from a professional coach.

Joyce Perhac
President
Foxfire Management, Inc.

Our professional and innovative approach, as well as our proven cost-effective organizational techniques, are the reasons Foxfire Management is the difference in association management.

Coaching: An Investment in Your Future

Common coaching specialties include:

- **Personal or life**, encompassing life planning, relationships, health, spirituality, finances and more.
- **Executive or corporate**, providing coaching for executives, managers or teams, or training managers to be coaches.
- **Small business**, working with entrepreneurs, owners or managers of small companies, professionals in private practice, etc.
- **Career**, helping people in forced or potential career transition, or those struggling with issues in the workplace.

In the coaching relationship, the coach is responsible for the process, the client (individual or team) for the results. For each session, the client chooses the focus of conversation, while the coach listens and contributes observations and questions to help create clarity, focus and an awareness of choice for the client. The coach may provide additional resources, such as appropriate assessments or literature, and the client often agrees to complete specific actions between sessions. Through this constructive professional partnership, the client harnesses potential for enhanced thinking and decision-making, and gains confidence to carry out chosen work and life roles.

Individual coaching usually is done by phone, though it may be in person. Group coaching sometimes is facilitated over phone "bridge lines" that allow multiple participants. Corporate coaches assisting groups or teams usually work in person.

Coaching is not licensed, but rather self-regulated like financial planners and mortgage brokers. The International Coaching Federation (www.coachfederation.org) accredits coach training programs, and provides standards and a means for responding to client complaints.

The next time you're seeking positive change for you or your company, consider working with a qualified coach to help you make it happen.

By: Susan Voigt-Reising, a life coach and communications consultant. For more information, visit www.svrcommunications.com.



Foxfire Management

PO Box 913 • Monroeville PA 15146 • 412-372-1899 • 412-372-8136 Fax
www.foxfiremanagement.com info@foxfiremanagement.com

Cool Ideas!

Stolen ID Monitor

Is your Social Security or credit card number safe? Experts predict 1 in 10 Americans will become a victim of identity theft. Now you can perform an anonymous search to find out if your personal information may have been compromised

The information that powers the **StolenID Search** website is publicly available but is not in a place where searchers would typically look. This site looks in places where fraudsters typically trade or store stolen information.

Perform your search at: www.stolenidsearch.com/

What? No Cell Phone Reception?

Not sure if the location you're headed to will have cell phone reception? Check this site where you'll find fields that allow you to type in a zip code of the area you will be visiting and get detailed, mapped information about where cell towers are located. The site even includes warnings such as "reception is very limited in the hilly areas."

Log on at: www.cellreception.com/coverage/?rfp=dta



Foxfire Management
PO Box 913
Monroeville PA 15146

**OUR HALLMARK IS THE PROFESSIONALISM AND ATTENTION TO DETAIL
WE PROVIDE IN ALL ASPECTS OF THE SERVICES WE OFFER.**

Technology Tip

Wow! What a Great Sale!

Or, is it? With the increase in credit card data theft, how do we know if that lucrative internet order is for real? One way is to remember that if it sounds too good to be true, it probably is. If the order is unusual – if it's larger than normal, is a rush or high-ticket order, or requests multiples of the same item – additional checking may be in order. Other common red flags are free e-mail addresses, different "Ship To" and "Bill To" addresses, poor grammar or English, all lower or all upper case

information, and some international destinations. It's prudent to be wary of orders or requests for quotes from some foreign countries or those that mention business association in foreign countries.

Although none of the above mean the order is in fact fraudulent, they should trigger a red flag in your office. Remember that obtaining credit card authorization before a sale only proves that there is an account with that number and that funds are currently available on the account. It does not guarantee the transaction is valid or the card isn't stolen.