



**Coaching &
Training you to
Success**



TIME TO SUCCEED HANDBOOK

***Your breakthrough starts here.
Time to Succeed gives you the
tools, mindset, and motivation to
overcome fear, set unstoppable
goals, and achieve success with
confidence and clarity.***

Keep In Touch

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Table Of Content



- 
- 1** Introduction
 - 2** About VernaTheCoach
 - 3** Empower Your Growth
 - 4** Services
 - 5** Signature Programmes
 - 6** Books
 - 7** The Role of a Life Coach
 - 8** My Clients
 - 9** Quality Assurance
 - 10** Contact Us
 - 11** Thank You



Introduction

Empower Your Growth. Unlock Your Potential. Achieve Lasting Success.

I believe transformation begins with one powerful decision – the decision to grow. Whether you're seeking personal clarity, professional advancement, or stronger team performance, my dynamic coaching, training, and personality profiling services are designed to help you break through barriers and unlock your highest potential.

Through empowering one-to-one coaching, transformational workshops, and signature programmes – Time to Succeed and Level Up – I equip individuals, teams, and organisations with the mindset, strategies, and tools to achieve lasting success.

Each session is more than training – it's an experience of growth, confidence, and renewed purpose.

Step into your next level. It's your time to succeed.



About VernaTheCoach

Verna Duncan is a dynamic and professionally qualified Personal Performance Coach. With extensive experience across the public, private, voluntary, and education sectors, Verna is renowned for her transformational coaching, high-energy workshops, and inspiring training programmes that empower individuals and organisations to reach their highest potential.

As a qualified expert in Management and Leadership, First Line Management, and a certified Myers-Briggs Type Indicator (MBTI) practitioner, Verna brings deep insight into how people think, lead, and grow. Her sessions are designed to help participants break barriers, unlock confidence, and create lasting success—both personally and professionally.

Her signature programmes—Level Up and Time to Succeed—along with MBTI Personality Profiling and Talent Assessment, offer powerful pathways to self-discovery, personal growth, and peak performance.

Verna also offers confidential one-to-one coaching for personal and business growth, creating safe, motivating spaces for clients to clarify their goals, overcome limitations, and take inspired action.

Her mission is simple yet profound:

To impact millions by motivating, inspiring, and empowering people through transformational coaching, training, and speaking.

If you're ready to level up, unlock your potential, and create real, lasting change — it's your Time to Succeed.



Empower Your Growth. Unlock Your Potential. Achieve Lasting Success

At Verna Duncan Coaching & Training, we believe transformation begins with one powerful decision — the decision to grow.

Whether you're seeking personal clarity, professional advancement, or stronger team performance, Verna's dynamic coaching, training, and personality profiling services are designed to help you break through barriers and unlock your highest potential.

Through empowering one-to-one coaching, transformational workshops, and signature programmes — Time to Succeed and Level Up — Verna equips individuals, teams, and organisations with the mindset, strategies, and tools to achieve lasting success.

Each session is more than training — it's an experience of growth, confidence, and renewed purpose.

Step into your next level. It's your time to succeed.

Services

①

One-to-One Coaching

Verna offers confidential, personalised coaching for individuals and professionals ready to transform their mindset, maximise performance, and achieve tangible results. Each session provides practical strategies and empowering tools to support clarity, motivation, and growth.

②

Time to Succeed Programme

A transformational journey to redefine success on your terms. Time to Succeed equips you with proven strategies to overcome self-doubt, set powerful goals, and stay motivated as you take consistent action toward your vision. It's time to stop waiting — your moment is now

③

Level Up Programme

Level Up is for those ready to elevate their mindset, performance, and purpose. This empowering programme helps you strengthen resilience, break through limitations, and step confidently into your next chapter of success — personally and professionally.

④

MBTI Personality Profiling & Talent Assessment

Gain powerful insights into your personality, strengths, and potential through Myers-Briggs (MBTI) profiling. Perfect for individuals, leaders, and teams who want to improve communication, teamwork, and performance by understanding themselves — and others — more deeply.

⑤

Corporate Training & Workshops

Inspire your teams, boost morale, and drive performance with Verna's engaging workshops and training sessions. Tailored to your organisation's needs, each session blends motivation with practical tools for effective communication, leadership, and goal achievement.



Empowering Change Through Coaching & Training

Verna combines her qualifications in Management and Leadership, First Line Management, and Myers-Briggs Type Indicator (MBTI) with over two decades of real-world experience to deliver dynamic, life-changing programmes that produce lasting results.

She takes pride in creating uplifting, high-impact experiences where every participant leaves feeling inspired, confident, and hungry for success.

Signature Programmes

Discover Verna's transformational courses designed to help you reach your next level of success:

- ★ Time to Succeed – A results-driven journey to redefine your goals, overcome self-doubt, and achieve success with clarity and confidence.
- ★ Level Up – A powerful growth accelerator to help you build resilience, strengthen mindset, and step into your next chapter of excellence.
- ★ MBTI Personality Profiling & Talent Assessment – Unlock your natural strengths, enhance communication, and improve team dynamics.

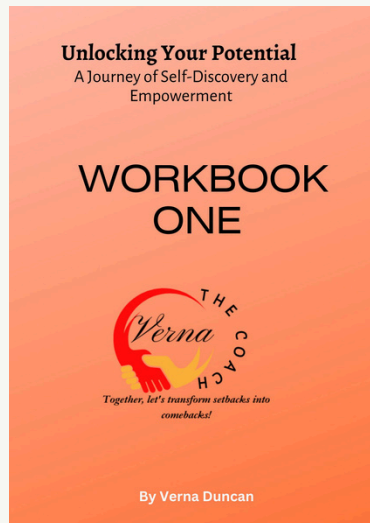
All courses and coaching programmes are CPD-accredited, ensuring both personal growth and professional recognition.

Time to Succeed Books



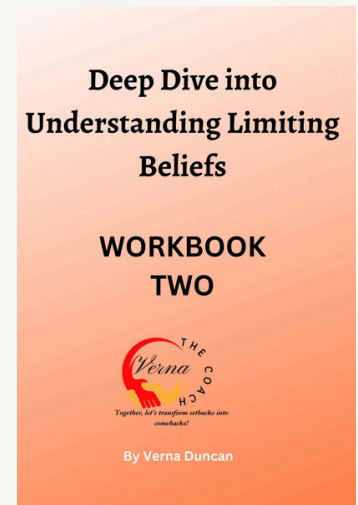
Time to Succeed Book

Time to Succeed book is an empowering guide designed to help individuals break free from self-doubt, redefine their mindset, and take intentional steps toward lasting personal and professional success. It offers powerful insights, reflective exercises, and proven strategies to help you take charge of your life and achieve your full potential.



Module One Workbook

This module helps you uncover the strengths, talents, and inner resources that often lie dormant within. You'll explore how mindset, self-awareness, and positive focus can unlock new possibilities and set the foundation for meaningful growth and success.



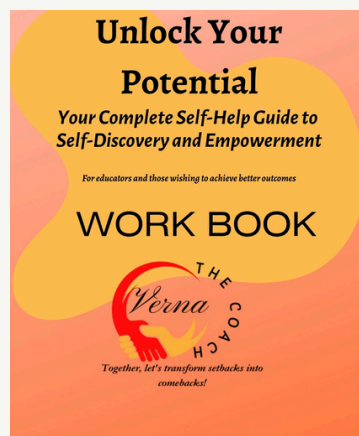
Module Two Workbook

Discover how limiting beliefs are formed, how they hold you back, and—most importantly—how to replace them with empowering ones. This module gives you the tools to challenge negative thinking patterns and reshape your belief system for confidence and achievement.



Module Three Workbook

Learn how to set powerful, purpose-driven goals using practical, psychological, and proven strategies. This module guides you through creating clear, actionable steps aligned with your values, helping you stay motivated, focused, and on track to success.



Unlock Your Potential Workbook

This workbook is designed to inspire, engage, and bring out the best in you. Each lesson is carefully crafted to unlock potential, ignite curiosity, and create powerful, lasting learning experiences.



FREE Level Up Workbook

This introductory course is designed to help you identify limiting beliefs to stop playing small and start moving forward with clarity and confidence.



What is the Role of a Life Coach?

A life coach is professional who helps others successfully reach goals and/or make changes in their lives. My role is to help people get out of their heads and take action in the areas in their lives they want to change. I guide clients through the process by asking questions to help them evaluate and decide what steps to take in order to reach their goal or make an impactful change.

Definition of coaching?

Coaching is partnering with client in a thought-provoking and creative process that inspires them to maximise their personal and professional potential.

My role:

- To provide an ongoing partnership designed to help clients produce fulfilling results in their personal and professional lives.
- To help people improve their performance and enhance the quality of their lives

My job as your coach

I am trained to listen, observe, and customise my approach to individual client needs. I seek to elicit solutions and strategies from my client; I believe the client is naturally creative and resourceful. Additionally, I provide support to clients to enhance their skills, resources and creativity.



My responsibility as your coach

My responsibility is to play the important role of a motivator, strategist and an accountability partner. My focus is to help clients reach their goal in the most efficient, effective and rewarding way possible. Coaching leads to increased awareness and helps people become more responsible. As your coach, I do not have to be a specialist in your respective business fields. I do not teach; instead, help others learn and develop by probing questions.

A life coach is more than just counsellor or consultant, they guide clients through the entire achievement process. Individual who receive coaching experience self-actualisation, which in turn develops their skills and talents.

A coach helps others achieve their goals

As your life coach, I will help you accomplish your goals, make new changes, and live your dreams. I will help you get from where you're currently at, to where you want to be. In other words, I will help you get from point A to point B. consequently, support, motivate and hold you accountable for achieving your vision. I will help you link your head to find agreement between the two, pointing toward your passion. Whatever you want in life can be with the help of a life coach.

Its difficult for people to identify their goals when they're in the process of implementing change and starting something new. Identifying, redirecting and managing goals to make them more realistic is what I do best. People may have an idea of what they want, but many have a hard time turning "want" into solid goal, but with time, they realise it's not what they want, or that it's less doable then they originally thought. I will help you to re-evaluate your ideas and goals to turn them into "smart goals" encouraging real life change and forwarding motion.

A coach guides people through changes and obstacles

A life coach helps people pinpoint specific blocks and/or obstacles that make people "feel stuck" so they can instead move forward and find fulfilment, success, well-being, and happiness. Clients are guided through life transitions, such as changing career or starting a new relationship. Life coaches could also be called "change facilitator" or "courage catalysts".



A coach encourages & motivates a client to follow their dreams

People may be searching for validation and approval before they feel justified to take the big first step towards reaching their goals and pursuing their dreams. The advice and feedback from family and friends can be helpful; however, it isn't professional and is also many times biased. Since a life coach is someone outside of people's personal life, we can look at your ideas and goals objectively and is therefore, capable of giving the right validation.

Life coaches teach people how to make valued decisions

When someone turns to a life coach, it's often because they're standing at a crossroads — uncertain about the next step, unsure which goal to focus on, or questioning whether the path they're on is truly the right one. That's where I come in.

I empower you with practical strategies and powerful mindset tools to make clear, confident decisions — not just for today, but for your future. Through our work together, you'll learn how to navigate challenges, think strategically, and trust your own judgment.

My goal is to guide you through each stage of the decision-making process until you begin to naturally adopt a solution-focused mindset. Before long, this mindset becomes part of who you are — influencing how you think, act, and make decisions in every area of your life.

What IS a Life Coach vs. What is NOT a Life Coach

There are some misconceptions about what a coach does, does not do, and what his/her functions are. Therefore, I will go over a few distinctions between a coach and a therapist.

Life coaches do not mistreat issues like depression, anxiety or mental illness. It is imperative to realise that when you do sign up for life coaching, you will not be getting a therapist. One key distinction is the orientation between the past and future. A life coach mainly focuses on helping clients work towards creating the future they want, rather than dealing with their past issues. While a coach offers suggestions, new ideas and action steps, he/she is not an advice-giver. Instead, a life coach listens and ask questions to help people find their path, truth and answers. We help people align their purpose with who they want to be, what they want to do, have, and contribute.

If someone comes into a life coaching session without having resolved, or at least resolving a past issue, it is likely that the life coach will refer that person to a therapist. Even though life coaches can help clients deal with mental blocks, many issues are still beyond their realm of expertise.

Therapist Vs Life Coach

Another key difference between life coaches and therapists is their focus. Therapists focus on individual problems – they look at clients' problems to find out what got them there in the first place.

Life coaches, on the other hand, focus on solutions, how to get clients from point A to point B, although coaches can help people deal with problems along the way, the focus of the coaching sessions is to explore new ways of thinking and acting to help clients reach their goal.

As your personal and professional development Life Coach, it will be my responsibility to help you to:

- Discover your dreams and design a new pathway.
- Raise your awareness
- Enjoy your achievements, build responsibility to taking actions and your drive to improve.

You will be engaged with active learning which involves establishing conscious competence, where I will provide continuous non-judgemental monitoring which creates an “input feedback loop” to foster learning and self-actualisation.

I will facilitate you to raise your awareness and help you prepare for challenges.

Coaching is about enhancing your potential to grow and excel

Who are my Clients?

My clients are generally people who:	They include:
Want to change or transform something in life	Executives
Want more of something	Managers
Want change	C EO's
Career development/change	Home parents
Are pursuing a bigger goal	Professionals
Desire to achieve a goal faster	Small Business Owners
Are bored or apathetic	Creative people
Realise they have blind spots	Teachers
Tolerating too much	College students
Want a new beginning either personally or professionally	Entrepreneurs

Quality Assurance Statement

Time to Succeed

At Time to Succeed - Coaching & Training, excellence is at the heart of everything. The Time to Succeed programme is designed and delivered to the highest professional standards, ensuring every participant receives a transformational learning experience that is both practical and empowering.

Our commitment to quality means:

- **Expert Delivery:** The programme is developed and facilitated by Verna Duncan, a qualified Personal Performance Coach, certified MBTI and NLP Practitioner, bringing decades of expertise in coaching, leadership, and education.
- **Consistent Excellence:** Each session is designed using proven methodologies, interactive learning tools, and measurable outcomes that ensure participants experience real growth and lasting results.
- **Continuous Improvement:** Participant feedback is regularly reviewed to enhance the content, structure, and delivery of the programme, guaranteeing ongoing relevance and exceptional quality.

We take pride in providing a supportive, motivational, and results-driven environment where every participant is encouraged to take inspired action and achieve meaningful success.

At Time to Succeed your growth is our purpose — and your success is our standard.

Contact Us



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Thank You