



How We Will Work Together

Welcome to the creativity of coaching! It's an honor to be your coach & I look forward to working with you.

The relationship between a coach and client is Co-Creative. We are equals and both have active roles. I am a coach, not a therapist, counselor, or consultant. I am trained to use professional communication skills to support you and your goals.

Your Role

- Please take time before each session to complete and email the Session Prep Questions, I will provide to you by email. Use this email as a template to create a new email for your responses every week. The most crucial part is for you to name what you would like to take away from the session. This is called the "Client Agenda".
- Please arrive to every session on time and come to your session centered and ready to engage.
- Give me feedback in the moment about your coaching experience -- what works, as well as what does not.

My Role

- I will listen closely to you, respond to what I hear and ask questions. If I hear something in your voice or language that sparks an intuitive thought, I'm likely to ask you about it. Often, it is the small moments that bring about BIG shifts. If I'm not on target, just tell me. I'm not attached to being right.
- At the end of the session, if you do not mention what actions you are ready to take, I will make a coach request. I ask clients to stretch themselves, deepen the work done in the sessions by writing, taking some action, resolving relationships or things that feel incomplete. You are free to negotiate, accept or decline.

Extra Time

Between sessions, if you have questions, a brief update, or want to share some ideas, please contact me by phone or email. Please keep these contacts succinct. If it seems like it will be better served as session material, I'll suggest that.

Ways You Can Get More from Your Coaching Experience

- Make our coaching sessions a priority. Come to every call with a specific agenda – a clear understanding of what you'd like to take away from the session.
- Do your own work between sessions. Use what you learn. Complete what you agree to do. Experiment!
- Be open-minded. Try new approaches. Be willing to change beliefs, patterns if they do not serve you anymore.

Fees

- My fee is [see website for rates] per month for [the # of sessions you chose] sessions of [50] minutes, paid as a retainer fee at the beginning of each month.
- I accept and prefer Visa or MasterCard payments. If you must pay by check, please send checks for several months in advance. If we discontinue coaching before they are used, I will return the checks.
- I will automatically charge your credit card at beginning of each month that we agree to work together. You will receive a receipt by email at the time of the charge. Print and keep these for your records. My fees may be tax deductible as a business expense. Please check with your CPA. If you pay by check, you will not receive a receipt.
- Please budget for this investment. I do not accept late payments. Please make certain funds are available.



Session Procedures

- Please call me at 912-231-0128 for our scheduled sessions.
- If you call in and get my voice mail, please call back after one full minute as I might be finishing a call with another client.
- Please do not leave a message and wait for me to call you back. I might not receive your message between clients.

Schedule Changes/Vacation/Business Trips

We will choose a regular time for our sessions. This will be your time slot. If something must change temporarily or permanently, I will be happy to work that out with you.

Please give our call priority and arrange your schedule to honor our agreed upon time. If you need to reschedule our call, please give me 24 hours' notice. I cannot reschedule no calls/no shows. If you have vacations, business trips that will conflict with session times, please notify me to reschedule. I will do the same with you when I plan trips, etc.

Discover Creative Core Coaching!

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