

## WELCOME!

I am so pleased that you have chosen to hire me as your coach! I truly look forward to our journey together. Let's keep lines of communication open so that you can have the best experience possible. I have prepared the following material to help us get started.

This paperwork will help us see where you are and where you would like to be. Coaching always focuses on the client's agenda, so how you want to use each session is entirely up to you. However, I encourage you to push yourself in new ways so we can uncover your greatest potential. Don't worry—I am here to help you along that path and I know you will be making significant progress that we can really begin to celebrate together!

The client area of my website is designed so that you can access assignments easily, and as a client, I ask that you respect the confidentiality of this material. Also, feel free to modify the materials in whatever ways work best for you.

Please complete the following paperwork prior to our first session: These forms are available in a PDF version in the client area of my website for you to print, complete, and bring to our session or e-mail me a copy.

Please complete all assigned assessments and fieldwork on time so that we may make as much progress as we can between sessions. If you are ever struggling with fieldwork, give me a call/text 860-680-9355 or send me a quick email so that we can clarify and keep things moving. The first forms that you will need to complete to begin the coaching process are as follows:

- Coaching Agreement: This lays out the foundation of our coaching relationship and discusses logistics and common concerns.
- Coaching Intake Form: This packet helps me get to know you and determine the initial short- and long-term goals we'll want to address in our coaching sessions.
- Any Career Assessments that I have personally discussed and emailed you; or you may purchase the Elevations assessment or the Kolbe directly from those companies and bring your results to our session.

While our coaching relationship is extremely confidential, I often share success stories with other clients. If I share something from one of our sessions, I'll never use names or identifying information that would reveal your identity.

If something comes up and you can't make a scheduled session, please try and let me know within 24 hours or text me if something happens last minute so that I can reschedule you as soon as possible.

My practice fills primarily by referrals, so as we begin our coaching journey, I appreciate you sharing my name with friends and colleagues that you feel would also benefit from coaching.

Cheers,