

## Creation Coach

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# How It Works

I work mostly on the telephone: It is called telecoaching. You call me at (540) 929-4703 at a prescheduled time. Coaching clients call me once per week at the same time each week for the first 3 weeks of the month. The 4th and 5th weeks (if applicable) are noncoaching weeks. The purpose of this time off is to reduce dependency, allow you to assimilate and/or implement changes and to relax. I also use this time for other ongoing business matters and self care. Calls last between 30 or 60 minutes. Sessions can be face-to-face if that is more convenient.

## Guidelines

There are several administrative guidelines that you should know:

1. **Fees are paid in advance**, due on the 1st of each month. If paying by check please mail it in 3 days before the beginning of the month. I also take Visa & Mastercard and, at your request, I can automatically charge your account on the agreed upon payment date.
2. **Your time slot is your time slot.** I'll be happy to work with you if you need to reschedule. However when my days are very busy rescheduling is not always possible. One ground rule is that I don't usually schedule calls on the 4th or 5th weeks but if you (or I) are going on vacation or can't make a call one week, we'll make up the time before you leave or after you (or I) return. You may call me at (540) 929-4703.
3. **The monthly fee covers three sessions per month.** The usual coaching agreement is for 3 scheduled sessions per month unless otherwise agreed on.

## What I expect of my clients

I ask that you grant our relationship enough room for you to reach your goals. What that means is that you be willing to tell me all of what you are thinking and feeling and that you feel free to ask me any questions without the expectation that my replies will always be easy to hear. I encourage you to take the time you want to develop the trust you need between us.

## What can you expect from me as the coach?

You can expect me to be:

**Unconditionally constructive.** What ever happens during our call, you can expect me to say only those things, which further your life and your goals. If you are disturbed, I do understand. If you are stuck, we will explore the causes together. If you can't wait to share a victory, I will celebrate with you. In my eyes you will never be wrong, I will not criticize you, complain to you or gossip about you.

## Speaking of referrals...

My practice fills by referrals. If you are benefiting from our relationship, I would appreciate your referrals.

## Thanks!

Thank you for this opportunity to serve you. I look forward to a very rich and rewarding relationship.