



Coaching Welcome Packet

This information is designed to help you get the most out of your coaching investment. It will help you understand how I coach, what I expect from my clients and what you can expect from me.

Consider this your first piece of fieldwork and review this information prior to our first session. Any questions you may have can be discussed during our initial "Chemistry" session.

Coaching is a joint commitment

While coaches vary in their expertise, abilities, and specialties, coaches do not have all the answers to everything, and are not someone to hire to achieve your goals for you. Coaches are simply professionally trained individuals who can see things that you cannot, hold you accountable to your word, and help you achieve results faster. My goal is to create a comfortable and safe environment for you to share and just be you without fear of judgment or criticism. I do that by fully listening to you, asking some powerful, direct questions and being open and honest with you.

Coaching is a vehicle for achieving results, and you are the driver. I expect you to provide an agenda/goal for each meeting; this provides a clear focus and direction. I will start our sessions by asking “what would you like to focus on today?” You can expect me to weave in your defined goals as we move forward, keeping us both on track. I want you to feel and achieve significant results for yourself, and I will be your accountability partner for these goals. As an experienced and trained coach, I am someone who is committed to supporting YOU, helping you to stretch outside-the-box to gain the very best. If you are hiring me as your coach, you are probably ready to do and be your best. If you aren't, I will ask you to. I hold my clients accountable to a high level of integrity and personal commitment.

I challenge but don't confront

You can expect me to tell you exactly what I see, hear and sense is going on. I expect you to be honest with me when I'm right and tell me when I'm wrong. I use deep listening and frank communication to get to the heart of the matter. I may interrupt when I hear something that could be important for us to explore and ask for clarification – it is all part of the process. I will be a mirror for you and invite you to look at new ways of thinking and being. I may challenge your beliefs and shed new light on your actions. However, I don't confront or make you wrong. You decide what to change in your life. I expect you to be your best and you can expect me to be totally accepting of whatever that is.

We both need to be transparent and forthright

A clean coaching relationship requires that we each say what we need to say. This is about holding a high level of respect for each other and being honest at all times. I expect you to tell me when I say or do something that doesn't sit well with you. I want you to ask for what you need (particularly important in the early phases of the relationship as I am learning about working with you). If coaching isn't working the way you expected it to – say so and we'll work through it or move on.

Ethics and confidentiality are crucial

Confidentiality is fundamental to coaching and creates the safe environment to explore and develop. Confidentiality in coaching means that the client may share information about the coaching with others, but the coach may not share information about the coaching outside of his or her conversations with the client. Certain business/company coaching arrangements do require the coach to share limited logistical information with the coaching sponsor: dates and number of sessions, number of late cancellations and “no shows.” We will clarify this at the start of the coaching engagement.

Fieldwork is an important part of the process

Most of your growth will occur in between the coaching sessions. Together we will design 2-3 goals, actions or shifts to focus on between one call and the next. If you want more (or less), just ask. Occasionally I will make a direct request, like "Will you accomplish X by the end of this month?" You may say yes, negotiate, or say no. Remember: coaching is about ACTION!

Scheduling and logistics

Sessions are normally done via telephone or virtual meeting technologies such as Skype or Zoom. In-person meetings are also possible with mutually agreed location and terms.

You are responsible for scheduling our appointments as defined in your coaching agreement. You may schedule appointments for the coming month or for the entire quarter. Advance scheduling provides more options for you. Our RunWithPace.com website also has an appointment booking feature you may find easy to use.

I expect clients to honor my time and their commitment to themselves by showing up on time for their calls. In return, I highly respect my clients' time and commit to being on time and fully focused during the session.

Session recording

You are welcome to audio/video record our coaching conversations for your future reference.

I may occasionally request to record a coaching session for certification purposes. You may decline this request at any time. Recorded sessions may be reviewed by the International Coach Federation to maintain high quality standards in the coaching industry. The recordings are treated as highly confidential. You will never be recorded without your knowledge and full permission.

Referrals

My best clients are often referrals from current or previous clients who have achieved success through their coaching experience. I consider your referrals to be the highest form of personal and professional recognition. If you are getting good results out of our relationship, consider who in your life might also benefit from coaching.

Let's get started!

The purpose of our first session is to answer any questions you may have about the process, discuss our joint expectations and fully define the goals you want to achieve during the coaching program. Please come to this call prepared with the 2-3 goals on which you would like to focus.

*I am excited about making this journey with you.
Thank you for believing in yourself.
Let's run with pace!*