**Welcome!**

Congratulations! You have taken a significant first step towards self-change. Through coaching, you will have a greater sense of self-awareness, a heightened level of motivation and commitment, a built- in support system, as well as the incredible opportunity to learn from yourself.

During our time together, we will focus strongly on solutions rather than problems. Certainly problems will often spark discussions, but our focus will be on recognizing patterns, implementing strategies, and maintaining a healthy way of living. Because our focus is positive, please remember to bring an optimistic attitude and an open mind to each discussion, and let me know if you need to “clear” any bad feelings before we begin for the day.

Before our first meeting, please take some time to read and/or complete the following:

* Coaching vs. Counseling
* Policies and Procedures
* Coaching Agreement
* Self Assessment

It is very important that you take adequate time to look over all of the information included. If there are any questions or concerns about the included information, please contact me before the first meeting to avoid any potential confusion.

I am looking forward to our upcoming time together.

~Adriana

*Choice Coaching*

**Coaching vs. Counseling**

**and Reflection time**

Coaching derives from a wide variety of fields; namely sociology, philosophy and psychology. It is a fairly new profession that is centered on assisting individuals with self-improvement, empowerment and fulfillment in their personal lives.

Coaching, unlike traditional counseling, is heavily based on action and progression. If you are having problems with a family member, for example, in a traditional therapy session you may discuss the complexities of that relationship to great lengths to learn the causes and reasons behind the struggle. In contrast, in a coaching session, you would be more likely to assess exactly how the relationship affects you, and then map out strategies that will help to alter your role in the relationship, or your perspective of the relationship, that can best benefit you and your emotional health.

In order to keep us on track and in the realm of coaching, there may be times where I redirect the flow back to forward movement. It is common for people to need “reflection” time during a session – time where they need to vent or discuss an issue that they feel stuck on. Reflection time is important, and often times is a core need for human beings. My job, however, is to make sure that the sessions do not fall into a pattern of reflection sessions, because it can easily stifle forward movement. There may be a situation when your “reflection” time goes beyond what I feel is progressive and I will gently move us forward, with your permission. If I find that reflection time is occurring more often than movement, I may refer you to a therapist who will be better equipped to assist your needs.

**Policies and Procedures**

**Appointments**

For phone appointments please call me at 971-373-3051 at our scheduled time. If for some reason the call is made and I do not answer, please hang up and call back at exact scheduled time.

**Alterations**

In case of a cancellation, please provide me with at least twenty-four hour notice. A missed appointment without twenty-four hour notice will be considered a paid appointment.

**Additional Assistance**

Because I value consistency with all of my clients, I will be available for additional assistance throughout the week via email. These inquires should consist of brief questions and clarifications concerning fieldwork or our coaching discussions. I will do my best to respond quickly and assist you with the extra information that is needed; and that is within reason.

**Billing**

Each fifty minute session is $80.00. I will email an invoice after each session. Billing is due upon receipt. I accept check or PayPal. If there are any questions concerning billing, please contact me as soon as possible outside of our session time.

**Coaching Agreement**

Client’s Commitment

I will be prompt for every session, and complete all fieldwork regularly so that I am prepared at the beginning of every session. I will make payments on time and will reschedule at least twenty-four hours in advance to avoid a charged missed appointment. I will be honest: this includes consistently providing truthful information to the best of my knowledge, and informing my coach when I feel that things are not working. I am responsible for my own well being and in seeking any additional modes of mental health care that may be needed.

Coach’s Commitment

I will provide you, the client, with assured confidentiality; yet you are free to discuss any part of our conversations with whom you choose. I am committed to being honest, straightforward, mentally present, prompt, and respectful of requests. In addition, I promise to continually have the client’s best interest in mind, and to immediately change any incorrect or offensive behavior that is deemed so by the client.

Coaching is direct and professional work. It is not, however, counseling, consulting or therapy. I, as the coach, am not personally responsible for any action that the client takes during or outside of our sessions.

By signing below, both client and coach promise to keep agreements with the utmost intent.

Client Coach

Date Date

*Client Copy*

**Coaching Agreement**

Client’s Commitment

I will be prompt for every session, and complete all fieldwork regularly so that I am prepared at the beginning of every session. I will make payments on time and will reschedule at least twenty-four hours in advance to avoid a charged missed appointment. I will be honest: this includes consistently providing truthful information to the best of my knowledge, and informing my coach when I feel that things are not working. I am responsible for my own well being and in seeking any additional modes of mental health care that may be needed.

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I will provide you, the client, with assured confidentiality; yet you are free to discuss any part of our conversations with whom you choose. I am committed to being honest, straightforward, mentally present, prompt, and respectful of requests. In addition, I promise to continually have the client’s best interest in mind, and to immediately change any incorrect or offensive behavior that is deemed so by the client.

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By signing below, both client and coach promise to keep agreements with the utmost intent.

Client Coach

Date Date

**Self Assessment**

* Tell me specifically what you want to accomplish during our time together.
* How can you best be coached?
* What distracts you?
* List the top five principles that guide your life right now.
* What do you value in life?
* List your top five time wasters, energy drainers, excuses etc.
* What is non-negotiable?
* You will be expected to do work outside of our sessions. What term would you like me to use when discussing this work?
* Do you have a desired time schedule or an expected time frame for our time working together? If so, how can I help you accomplish that?