



# *Create a Vision Coaching*

Phone: 903-586-0938

E-mail: [coachnikkib@gmail.com](mailto:coachnikkib@gmail.com)

Website: <http://www.coachnikkib.com>

## **Welcome to the world of professional coaching!**

Working with a coach is a great way to develop yourself as a person, explore possibilities for life change, enhance your creativity, or improve your focus or performance in a particular area. If you have never worked with a coach before, you may have some questions. In this document, you will find some information which may help you understand what you can expect and how our coaching sessions will work.

One of the things I enjoy most about coaching is that it isn't about "fixing" people. Instead, a coach functions as a partner and an advocate helping you create your big vision, discover your strengths and hone your skills so you can live your life to the fullest. You'll be the one setting the agenda for our sessions and taking responsibility for making the changes. I'll focus our conversations, helping you to think bigger, reach higher, and creatively explore your options. Together, we'll discover where you are now, where you want to go, and what's holding you back. Then, we'll create a plan and walk the path together as you make your goals a reality!

Here's how we'll start. Since effective coaching is based on good rapport and an authentic relationship, I'd like to begin with an intake session, so that we can get to know each other, discuss policies and procedures, clarify expectations, and answer any remaining questions you may have.

Before our first session, it will be helpful for you to clearly identify at least one thing you would like to work on with me. You might choose:

- A habit or skill you want to develop
- A dream or goal you'd like to pursue in a focused way
- Discovering or understanding your gifts or calling
- A practical change you'd like to make in your life



Still not sure? Here are a few questions to get you thinking:

1. What are your 3 biggest challenges right now?
2. What would life be like if all of these challenges were resolved?
3. What will life be like in 1 year if none of these challenges are resolved?
4. What's keeping you from resolving these challenges on your own?

If you really aren't sure where to begin, don't worry. I can help you explore the possibilities. The whole coaching process is a collaborative effort and I am here to support you. ☺

Please review the additional pages in this document before we meet. This will help you get the most out of our sessions together. You are always welcome to contact me with any questions you may have. My phone # is 903-586-0938 and my e-mail address is coachnikkib@gmail.com.

I look forward to our first session and to a great coaching experience!

Sincerely,  
Nikki Brown, ACC



# *Create a Vision Coaching*

*Nikki Brown, ACC*

## **Client Policies and Procedures**

I am committed to helping you get the most benefit and value from our coaching sessions. In order to maintain a successful coaching relationship, please review the following policies and procedures. If you have any questions about them, please contact me.

### **Confidentiality**

What you say within our coaching relationship is confidential and will always be held in confidence, unless ordered by a court of law.

### **Coaching Agreement**

All specific information regarding our coaching sessions (such as frequency and duration of sessions, fees, etc.) will be agreed upon in advance and you will receive a copy of this agreement for your records.

### **Calls**

Unless other arrangements are made in advance, you will be responsible for calling me at your scheduled session time. If this is ever a problem, please let me know ahead of time so other arrangements can be made.

### **Scheduling Changes**

If you need to reschedule a session, please give me the courtesy of at least a 24-hour notice and I will be happy to reschedule it. If you have an emergency and cannot give a 24 hour notice, please contact me as soon as possible and we will work it out. If you must cancel a call and do not provide adequate notice, I may not be able to reschedule it and you will still be responsible for the agreed upon payment for the session.



**Missed Calls**

If you are more than 15 minutes late for a call, I will assume the session is canceled and will not be rescheduled. In the case of an emergency, I will certainly do whatever I can to be reasonable and flexible. If you are late for the call, the session will still end at the designated time.

In addition, you can cancel and reschedule up to two sessions within any six week period. If you miss more than that, we will need to discuss your commitment to your coaching program to determine if coaching is still the best choice for you.

**Problems**

At some point during our coaching sessions, I will probably be challenging some limiting beliefs or actions as you work toward your stated goals. Please know that this is part of the normal coaching process and in no way does it reflect any negative judgement towards you. I want you to know that you are always welcome to question me or let me know if I say or do something that is upsetting or does not feel right to you as that is never my intention. Please let me know, and I will do what I can to make it right. My commitment to you is to make the coaching partnership productive, rewarding, safe and fun!



# Get the Most out of your Coaching Sessions!

The following information will help you maximize the value of our coaching relationship.

1. **Know what you want** - Coaching works best when you know what you want and can translate those desires into clear, specific goals. If you don't know what you want in your life, we will work through that together.
2. **Take charge of your life** - We are faced with many challenges in our lives. The key to overcoming them is to acknowledge them and learn from them. You may have no control over some of the things that happen to you, but taking personal responsibility for your own life is essential if you want to live to your fullest potential.
3. **Take care of yourself** - You are a whole person - mind, body, and spirit. Taking care of one need but slacking off on another causes imbalance. Get in the habit of doing at least one thing just for you in each of the three areas every day.
4. **Triple your level of willingness** - Part of working with me as your coach is that I expect you to expect more from yourself. I will ask you to be willing to take risks, to experiment with fresh approaches, and to be open to redesigning those aspects of your life that you are able to. This creates momentum and allows you to be able to reach your goals more rapidly and efficiently. Some of the things I may challenge you to do are:
  - Question your current assumptions
  - Remove sources of stress in your life
  - Get the support that you need to handle a problem
  - Set goals that are much bigger
  - Raise your personal standards
  - Stop tolerating "toxic" people and events
  - Start treating yourself much, much better



# **Preparing for Your Coaching Session**

Come to your coaching session ready to work. Your coaching call is an investment in yourself and your future. Make the most of that investment by being prepared for the session.

## **Before the Call**

- To make the most of our scheduled time, you may find it helpful to spend a few moments before your session reflecting on what would benefit you the most from the session.
- Get comfortable and find a quiet place so you can concentrate during the call.
- Be sure to have paper and pen or some other way to take notes throughout the call.

## **During the Call**

You will set the agenda for each call. You will always have the opportunity to share what is most important to you at that particular time. It is important to remember that we have a limited amount of time together during the session, so I do encourage you to keep what you share as relevant and to the point as possible. Sometimes though, it is OK (even necessary) just to rant or to process through things that are emotional for you. Whatever happens in our sessions is OK. There is no right or wrong when it comes to the agenda you set.

I use what I call “customized accountability” with my clients. You and I will determine together how you would like to be held accountable for whatever actions you choose to take to keep you moving forward towards your goals.

## **After the Call**

- If it is helpful to you, you are welcome to make notes of any commitments or action steps you made and e-mail them to me.
- Revise your goals, target dates or plans as necessary
- Get ready for a great week!

