Welcome. **I am so excited for you!**

You are receiving this package because you decided you are worthy of investment, and because you are committed to making changes that will lead you to live the life you desire. You also recognize the added value of hiring a coach to ensure your success. Congratulations! You have just taken the first small step that will lead you in leaps and bounds towards your chosen life.

Thank you for inviting me to be your coach along your journey. I am truly honored for your faith in me and excited to see where we will journey together. I hope you feel as excited as I do! You will discover more of who you are and where you truly want to go. I am eager to watch you grow. Witnessing my clients expand in directions they never dreamed possible is so rewarding to me. I look forward to supporting you as you discover all that you are seeking.

**Together**, in our co-creative relationship, we will:

1. Identify your goals, wants and needs.
2. Identify the obstacles/barriers to obtaining those goals or those feelings
3. Problem solve solutions to the obstacles
4. Find reasons to believe in you and specify why you will succeed
5. Acknowledge and celebrate your efforts along the way

As your **Coach**, I will:

1. Encourage you and be as excited and committed to your goals as you are
2. Help you to define what a winning life means to you
3. Support you in living up to your potential by holding you accountable
4. Help you accomplish more by providing support and structure
5. Keep you focused so you may produce results more quickly
6. Be honest and direct
7. Honor your trust in me and uphold confidentiality

As my **Client** I request you to:

1. Be fully prepared and focused at each session
2. Be honest with yourself and me
3. Stretch yourself to deepen the work
4. Take action and follow through
5. Be fully committed to working together and making forward progress
6. Trust in me, trust in you, trust in the coaching process
7. Allow yourself to receive the benefits of our work together

Please take time before each of our sessions to prepare your agenda. The most crucial part is for you to name what you would like to take away from the coaching session. This called the “Client Agenda.” Please arrive to every session on time. Come to your sessions centered and ready to engage. Be sure to have a clear phone connection and a quiet place to work with no distractions.

 **How We Will Work Together**

**My Clients are Special People**

My clients are intelligent, honest, kind, curious, hard-working, successful, stable, self-aware people, who want to invest in themselves to achieve a fulfilling, balanced lifestyle. It is a pleasure for me to work with you.

**The Roles of Coach and Client**

I am a trained, certified Life Coach, not a licensed therapist, and I do not attempt to provide diagnosis or treatment. If you have agenda issues which I feel are beyond the scope of a coach, I will suggest you seek therapy. The relationship between coach and client is one of peers. Our coaching sessions are always about the issues you want to discuss. I will listen, reflect, ask questions, give my perspectives and offer options. I will support you, believe in you, and celebrate you. I will not fix your problems or tell you what to do.

I am a person of integrity and will keep all of our conversations and correspondences confidential. I believe in accountability for our decisions and actions and their consequences. I will tell you what I want for you, based on what you tell me and on the potential I see in you. Ultimately, I believe that you are the only one who knows what is best for you, and I will not try to manipulate you or influence you to do anything you do not want to do.

As my client, I ask you to attend our sessions fully prepared: focused on your agenda issues/concerns; ready to discuss meaningful matters of the heart and emotions; committed to being truthful; accepting of accountability (not blaming or judging); open to stretching yourself and expanding your comfort zones; and willing to find success in effort, not only attached to outcome. I pledge to do the same.

**Expecting the best**

Presumably, you hired me because you expect that I am the best person to help you create the future you want for yourself. Conversely, I imagine that you will do all you can to make meaningful changes inside and out.

**I am Here for You**

Our relationship is a very important one for me, and I want you to use me as the resource and supporter that I am. I will be as excited and committed to your goals as you are.

**Extra Time**

Between sessions, if you need to ask questions, talk, or bounce some ideas around, please email me. I do not bill for this time. If you need to talk, I will keep calls to 15 minutes maximum, and keep them limited to a reasonable number. You can e-mail as often as you’d like.

**Communications**

Our communications will be honest and non-judgmental based on trust. I want you to share with me what works well about your coaching experience and what does not. I am committed to serving you to the best of my ability, and ensuring that you get the most from your investment in time, energy, and money.

**I Don’t Miss Much**

If I hear something in your voice, “read something between the lines,” sense a pattern, or notice something amiss, I will ask you about it. Often, it is the hard questions, the small moments, or the fresh perspective that bring about the “ah-hahs” for you.

**Requests**

I ask clients to stretch themselves. Frequently, the work done in sessions will involve additional work on your own. These may involve writing, taking some form of action, resolving personal relationships, or completing unfinished business. You may choose to accept or decline. You decide what is right for you and what you are willing to do. Your new future is your own creation.

**How You Can Get the Most Out of Your Coaching Experience**

* Make our coaching sessions a priority. Come to every call with a specific agenda.
* Co-create the process to suit your needs, personal style and schedule
* Do your work between sessions. Use what you learn. Complete what you agree to.
* Be open-minded. Try new approaches. Experiment. Be willing to try and to stretch.
* Get to know and understand yourself now. Commit yourself to change – to become the you that you want to be.
* Emulate behaviors you admire.
* Stop suffering. Stop complaining. Stop blaming
* Tell the truth, especially to yourself and others
* Be willing to let go of beliefs and habits that no longer serve your best interests.

**2018/ 2019 Individual Pricing & Coaching Packages**

**Payment & Session Procedures**

***Precertification Special Rate:***

 ***$100.00/session – special rate available through November 2018 only.***

***Become a client now and lock in this special rate for as long as you remain an active client.***

**By the Session: $150.00**

**3 Months of Sessions**: ($125.00/session)

1 Session Monthly $125.00

2 Sessions Monthly $250.00

3 Sessions Monthly $375.00

4 Sessions Monthly $500.00

**6 Months of Sessions**: ($115.00/session)

1 Session Monthly $115.00

2 Sessions Monthly $230.00

3 Sessions Monthly $345.00

4 Sessions Monthly $460.00

*Multi-month packages make in one lump sum receive at 10% discount from total package fee*

**Fees and Payment Procedure**

* It’s best if clients commit to at least 6 months of sessions, preferably 3 months minimum, to allow changes to become new habits.
* Refer a client who commits to paid sessions and receive a free session.
* Fees must be paid in advance, payable on the 1st of each month.
* You will be invoiced through PayPal. You can pay directly via Paypal, your bank account or via credit card. Payment by check must be discussed and agreed to in advance.

No more than one late payment (no later than the 5th of each month) per calendar year is allowed. If you cannot adhere to this policy, you will be asked to find another coach. If you require another arrangement and are prepared to discuss it openly with me, please contact me.

**Session Procedures**

* Please arrange session schedules with me in advance. I recommend you schedule at least one month of sessions at a time. Book appointments by texting 603-770-5607.
* For our sessions, I will call you.
* Sessions are booked at the top of the hour and kept to 50 minutes, so that the line will be free for my next appointment.
* If you must reschedule, 24-hour notice is required. No-shows will not be credited.

**Coaching Terms of Agreement**

Please note, by completion and return of this Terms of Agreement Page and the Client Data Form, you are indicating that you have read, understood and agree to the Terms of Agreement as stated.

* I have read, understand and hereby commit to abiding the following:

 \_\_“Client Agreement – How We Work Together”;

 \_\_”Individual Pricing & Coaching Packages / Payment Procedures / Session Procedures

* I understand that Kelly Marquis requests a minimum 3-month commitment, in order for the changes I initialize to become habit, and/or to adjust any other changes that may be required as I move forward along my new path. This commitment is a personal affirmation to me that I am committed to my own personal growth.
* I understand that my coach has the right to end our sessions together if I do not live up to the commitments to which I have stipulated in this agreement and that any future sessions that have been prepaid will not be credited if I am at fault.
* I understand that Kelly Marquis has pledged to ensure that all of my contact information and the content of our sessions together will be kept in strict confidence (unless keeping a confidence might endanger my own or others’ safety or well-being, or if what I disclose would be considered unlawful).
* I further understand that Kelly Marquis is not a licensed therapist and agree that I am responsible for all of my decisions, actions, and feelings.

By signing and dating below, I agree to the terms of this agreement:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Client Data**

**Coaching Terms of Agreement**

Please complete this agreement, review the terms, sign and mail to **Winall Coaching Services C/O Kelly Marquis, 481 Main Street, Fremont, NH 03044***,* along with your check. Payments must be made in advance by the first of every month. Payments can also be accepted through PayPal. Thank you!

**CLIENT DATA**:

Client Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Children (Names & Ages) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Pets (Names & Ages) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Partner’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birthday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation/Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referral Source \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are You a Candidate for a Special Offer?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Session Time Preferences**:

Duration of session: approx. 45-50 minutes per session

Session Day: Tuesday Wednesday Thursday

Session Time: \_\_\_10:00 a.m. \_\_\_11:00 a.m. \_\_\_12:00 pm \_\_\_1:00 pm \_\_\_2:00 pm

Weekend sessions for dog show clients may be arranged.

**Questions**

**Please answer the following questions in order to prepare yourself for sessions. The questions may guide you in honing in on your client agenda.**

1. What are your personal or professional goals?
2. Which goals really stay with you even after time passes (months/years) or regardless of what life-changes you go through? (for example, new job, family situation, etc..)
3. What New Year’s resolution have you made more than once?
4. What are your strongest beliefs about yourself and the world at the moment?
5. What gift about yourself would you like to share with the world?
6. Where do you get your energy from (feel most energized)?
7. What are you merely tolerating in your life right now?
8. What benefits are you getting from the status quo?
9. What aspect of your life, if changed, would put a great big smile on your face?
10. What three goals come to mind?
11. One a scale of 1-5 (five being the most, one being the least), how motivated are you to have change in your life?
12. When we meet at the end of the 6 months or 12 month program you selected, what do you want to be most happy about achieving during that period that we worked together?
13. Is there any other information about yourself that you would like me to know, comments you’d like to make or questions you’d like answered?

**Please complete the questions above and email them to me at** **Kelly@winall.us** **PRIOR to your first session.**

*Thank you!*