



Welcome!

I am looking forward to working with you. The information that follows is designed to answer some frequently asked questions and provide a deeper understanding of the coaching process. I also go over fees for single sessions and packages offered, as well as changes, cancellations and rescheduling of appointments. At any time if this information is unclear please don't hesitate to email me at; SoulSpacePlace@gmail.com

Coaching is a partnership of people coming together for the greater good and growth of the client; to identify where they would like to go on this segment of the journey, what desires they have, what shifts and changes may need to be made to achieve those desires, and what identified milestones will demonstrate that the partnership is producing desired results.

Coach notes:

Please read below to get familiar with my pricing, policies and procedures.

Terms of Coaching:

Think of coaching as a journey. Many people create change for themselves in a short time, but to refine and sustain those changes may take some focused work and time. I agree to walk the walk with you to a better understanding of Self and to finding your Flow state.

Fees:

I offer 1 free 20-minute discovery call by phone or zoom. During this call I will clarify what coaching is and what it is not. We will discuss the types of goals you are currently working towards and make sure that we are a good fit for each other. This is the time to ask any questions about my style and approach. We will go over the contract, fees, and any other pertinent information during this time as well. If you have not done so, please ensure you schedule a discovery call prior to our first session.



Exchanges:

1 – 50 Minute single session: \$125

6 – 50 Minute single sessions (package): \$711 (to be used within 3 months)

11 – 50 Minute single sessions (package): \$1333 (to be used within 8 months)

Our sessions can take place via Zoom, or in person* depending on preference and availability of both Coach and Client. Once the session has been scheduled via the Acuity link (**BOOK NOW**) on my website, you will receive a link to our zoom meeting in the email generated and sent directly to the email address that you supply. I will sign on 5 minutes prior to our scheduled call and wait for 10 minutes after our scheduled time for you to arrive. If you do not arrive at our scheduled time, or do not show without 12-hour notice, via call, text or email, you will forfeit your session and payment will not be refunded or credited.

If for some reason there is a problem with Zoom connection, my phone number is 201-888-0561 – please call me.

We have up to 50 minutes available for your scheduled appointments. Sometimes you will be better served by a shorter call and sometimes we will take the full amount of time. It is about the value of the session to you, not the length of time.

**In person sessions are mutually agreed upon at a location of the coaches' discretion. If you cannot meet at the agreed upon location, you must let the coach know to schedule a zoom session instead.*

Changes:

If you need to reschedule our time, I ask that you please let me know the day before if possible (or at least 12 hours in advance). Unless there is an emergency, if you have not given me reasonable notice, and do not show/call in for your appointment, we will not make up that session.

Although a rare occasion, I reserve the right to reschedule or cancel any appointment for any reason at any time. I will do my best to provide 24-hour notice.



Problems:

If I ever say or do anything that upsets, or doesn't feel right to you, please tell me about it during the check in at the end of our session or email me at: SoulSpacePlace@gmail.com

TERMS OF COACHING AGREEMENT

Coach:

1. I agree to serve as your coach to help you achieve mutually agreed upon goals which may include, but are not limited to: increased energy, flow-state, professional and/or personal growth and satisfaction, clarity, relationships, sobriety/recovery, self-sufficiency and confidence, self-awareness/self-love, peace and well-being, life balance, empathy building, establishing and achieving life goals.

As your coach I cannot guarantee results. I can tell you that you will create different results just by having the courage to experiment with your approaches to the various aspects of life. During the time we spend together in our coaching session, I will devote my time, thought and energy to you exclusively. In between our sessions I may not be readily available as I will be attending to others, including myself. I will do my best to return your call or email within 24 hours Monday through Sunday.

I will maintain confidentiality regarding information you choose to share with me. I am not trained to provide psychotherapy. If any issues come up for you that should be handled by a licensed therapist or physician, we can stop coaching while you attend to these.

Or, if coaching and therapy can co-exist for you (you can still move forward toward your goals), we can continue to work together while you also work with other professionals.

Signature of Coach

Date



TERMS OF COACHING AGREEMENT

Client:

2. I want to accept full responsibility for myself. I realize that my success depends largely on how I conduct my life, how I think, how I feel and what I do. I am aware that blaming anything or anyone, including myself, won't benefit my growth and success. I know I must experiment with different ways of being, doing, having and communicating in order to find ways that suit me best. I know that no one way will work forever so I must experiment, while at all times maintaining my integrity, to find the best ways for me. I realize that trying out new ways will at times feel awkward, artificial, uncomfortable and even frightening at first. I can financially afford the coaching fee of \$125 per single session, or the price of a current package deal: \$711 for 6 sessions, or \$1,333 for 11 sessions. I agree to pay promptly before the session takes place. I have read and agree with the terms on these four pages.

Signature of Client

Date