

Dear Client,

Welcome to Empowerment Oasis, PLLC! I am so excited to be working with you in this process. Family Life Coaching is all about you getting where you want to be through personal exploration, goal setting, and action steps. It is my pleasure to be of assistance, but please know that I view you as the expert on you.

This process is about you leading the way by defining your own goals, developing your own definition of success, and helping me to support you on this journey.

I can tell you from experience that people have the best results when they are honest with themselves throughout the coaching process. I will do my best to be straightforward and supportive, and I will keep all our conversations confidential. Communication is key here, and I assure you that I will not be sharing your information with others.

AGREEMENTS

It is important that we agree to be:

- welcoming to new ideas
- working as a partnership
- supportive and respectful
- challenging in an encouraging way
- accountable to our agreements

All clients should feel free to:

- Question!
- Say what works and what does not!
- Challenge!
- Be curious!
- Work to develop the most effective and rewarding coaching relationship for you.
- Notice and tell your coach what lifts your energy and what feels flat for you.

The first session will be a time for us to go over coaching and it will be a visioning session, so please hold 1.5 hours of your time for that session. All future sessions will last approximately 45 minutes. I am attaching a series of questions for you to complete as well. Please send those back to me 24 hours before our session. You will notice that the last page is a form to be completed before the following session as a way for you guide the conversation. Again, the more honest and thoughtful you can be, the better the outcome.

Payment is due before the first session. The fee for this coaching process, which includes a visioning session and three coaching sessions and any correspondence in between, is \$425.

Again, I am so happy to be working with you and I very much look forward to our first session. Please call with any questions.

Wanda Kellyman

Coaching Agreement

Please sign this page.

Confidentiality: I recognize that in the course of our work, you may give me a variety of personal and professional information. I will not at any time, either directly or indirectly, use any information for my own personal benefit, disclose, or communicate in any manner any information to any third party. I, *Wanda Kellyman*, will not divulge that you and I are in a coaching relationship without your permission. I will hold everything that we say and do confidential unless you present as a physical danger to yourself or others. In this case, I will inform potential victims and legal authorities so that protective measures can be taken. In addition, you should know that unlike a physician or a lawyer our confidentiality agreement is not protected by law. Should it ever happen, I cannot claim in court to be unable to divulge the contents of our conversations.

Nature of the relationship: You are aware that the coaching relationship is in no way to be construed as psychological counseling, psychotherapy, or any health-related service. If you feel the need for professional counseling or therapy, it is your responsibility to seek a licensed professional. Coaching results are not guaranteed. You enter coaching with the understanding that you are responsible for creating your own results. You are hiring *Wanda Kellyman, M.Ed., MS* for the purpose of advising and supporting you with respect to achieving your goals.

Client has read and agrees to parameters of Empowerment Oasis, PLLC coaching practice which have been outlined on the two previous pages:

Client signature: _____

Date:

Coach signature: _____

Date:

Personal Information

Date:

Name:

Complete home address:

Home phone:

Cell phone:

Fax:

E-mail address:

Website:

Occupation:

Student (what, where, year):

Work phone:

Work fax:

Date of birth:

Marital status:

Name of partner/spouse:

Names and ages of children:

Who referred you to me?

Attachment C: Goal Worksheet

What are the goals you most want to set for the next 180 days? Only select goals which you truly want. Look deep inside and then write 3-5 of your personal and/or professional goals. When you set the right goals for yourself, you will probably feel excited, a little nervous, and willing to get started. Your goals may evolve over time. This exercise is to give you a clear place from which to start.

The specific, measurable goal is:

Start date

Finish
date

1.

2.

3.

4.

5.

What are some personal and professional benefits to you of accomplishing these goals?

1.

2.

3.

4.

5.

Attachment D: Resources & Assets

PERSONAL & PROFESSIONAL STRENGTHS

What gifts do you have? Evaluate your strengths and list the top five below.

1.

2.

3.

4.

5.

MOST SIGNIFICANT PERSONAL & PROFESSIONAL ACCOMPLISHMENTS

What are you most pleased and proud of having accomplished?

1.

2.

3.

4.

5.

Attachment F: Thoughtful Questions

The following questions are to help me get to know you better. They are designed to be pondered and to stimulate your thinking in a way that will make our work together productive and rich.

Please take all the space you need between each question.

1. If there were no obstacles in the way, what dream would you like to make happen?
2. Think about one or two people you know who inspire you. What about them is inspiring?
3. What parts of your current job or life activities do you enjoy the most?
4. What two steps could you take immediately that would make the biggest difference in your current situation?
5. How have you been motivated in the past to reach difficult goals, make difficult decisions, or do challenging things? How can we best utilize that motivator now?
6. Do you give your power away? When, and to whom?
7. What do I need to know about you that will help me most in coaching you?

Memorable Life Moments

1. Fully describe a time in your life when you experienced a magical and meaningful moment, a time of life or moment in your life when you felt really alive. Write it out as fast as you can. It doesn't have to be the "best" moment just one of them.
2. Record two more. Include as much detail about what made it special as you can.