

P.O. Box 509, Port Chester[, NY 10573 | 914-548-3760 | www.globalballancegroup.com](http://www.globalballancegroup.com/)

WELCOME TO COACHING

Hi ! I look forward to working with you as your coach. Please read over this *Welcome Letter*. We will discuss it in our next session.

As coach and client, we will work as a team, with the sole purpose of focusing on the coaching goals you identify.

We can focus on a range of areas, from life to business-related issues - you will decide. As the driver in this professional relationship, you make the final decision on the appropriate action

and initiate next steps. You agree to abide by a system of accountability with the goal of being self-responsible and true to one’s word.

# The coaching relationship is most effective when:

* You are ready and willing to be coached
* You have a sense of what you would like to move through or be different

As your coach, I facilitate this process so that you can fully empower yourself. The better I understand what you want, and what works for you in coaching, the greater I can assist you.

# For that reason, please think about the following two questions:

1. In general, why are you hiring a coach?
2. Specifically, what do you want to gain from this coaching relationship?

# COACH AND CLIENT EXPECTATIONS

As your coach, you can expect me to:

* Commit to an open, honest, and collaborative relationship
* Respect your confidentiality
* Support you in identifying goals and strategies to reach your aspirations
* Assist you in gaining clarity about what you value and your purpose, or vision of a specific area/focus point in your life, or of life in a holistic sense
* Encourage you to take action in key areas, initiate moving to what you want, resolving barriers or challenges to moving forward
* Listen carefully to what you say, asking questions, and providing candid feedback
* Be a resource and share resources and tools
* Acknowledge and honor you and your process

# As the client, I expect you to:

* + Be committed to your own goals and vision
	+ Be prepared and come to the coaching session with what you want to discuss
	+ Be open to experiment - try new behavior and perspectives
	+ Take ownership for your progress and success
	+ Keep focused on what is important to you – provide that information throughout our process together
	+ Provide feedback on the coaching – does it give value to you? Is it focused on what you need?
	+ Appreciate yourself and your progress!

# Designing Our Coaching Relationship:

A major coaching relationship objective is to support you, the client, in reaching your goals.

* **The Session** - We will spend time talking about what you want to accomplish in our sessions
* **Your Goals** - It’s important for you to keep your goals in mind – if you aren’t totally clear, that’s okay
* **Between Sessions** - Think about your goals and needs between sessions, and as you prepare for sessions. It helps them emerge and become clearer, and/or lead you to other goals as well
* **Flexibility** - There are no absolutes in coaching. Life happens, and your coaching goals may change over the course of our relationship

# PREPARING FOR COACHING SESSIONS

Before each coaching session, take some time to think about the following:

* A general idea of what you want to accomplish or gain from the session
* The most effective use of the time

# Coaching Session Logistics:

* In person sessions: we will confirm specifics of meeting place ahead of time. If you need to reach me to

change the time or are running late, please call or text me at

**914-548-3760** or email me at

## dorria@globalballancegroup.com.

* Phone sessions: please call

**914-548-3760** at our appointment time unless other arrangements have been made. If you are running late, please call or text me at

## 914-548-3760.

* Re-scheduling: if you need to re- schedule, please give me **24-hours notice**. If you have an emergency, we can work around that. If I need to re-schedule, I will do the same, other than in an emergency.
* Between session contact: feel free to call or email me between coaching sessions with a question, or to walk through something together. I will reply at my earliest availability.

# Professional Services Agreement:

* + As your coach, I am here to support and assist you, and all decisions and actions are yours to make.
	+ This relationship exists only because of the willingness of both parties. If, at any time, either of us decides to discontinue the relationship, we will bring that to each other and end the coaching relationship.
	+ The coaching relationship is usually a minimum of three months of working together. The specifics of the duration and session frequency are an active “living” discussion between coach and client.
	+ Everything we discuss will be kept strictly confidential, except as required by law and supervision discussions. I am a member of the **Columbia Coaching**

**Lear**[**ning Association http://cclacolumbia.org**.](http://cclacolumbia.org/) I follow the International **Coach Federation (ICF)** and abide by the ICF Code of Ethics and standards of conduct. More information can be found here: [**http://www.coachfederation.org**](http://www.coachfederation.org/)

## Financial Agreement between and Dorria L. Ball.

* + Individual sessions are $ per session.

## Multiple session packages are available:

* + sessions for $
	+ sessions for $ OR
* We have agreed to an introductory rate of sessions for $ . After the first three sessions are complete, we agree to the option of adding three additional sessions for $ .

## Payment of $ is due prior to the first session.

* **Please mail your check to:
Dorria L. Ball**

PO Box 509

Port Chester, NY 10573

**Global Ballance Group, LLC (GBG)**

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Port Chester, NY 10573

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