



## **Welcome to Coaching For Shari Jo's Clients**

### **Welcome to coaching!**

I am looking forward to working with you. The information that follows is designed to answer some frequently asked questions and provide a better understanding of the coaching process. If at anytime this information is unclear, please feel free to email me at [sjwatkins@eliteprocoaching.com](mailto:sjwatkins@eliteprocoaching.com).

### **What can you expect from coaching?**

During the coaching process, my complete attention and focus will be on you. The coaching process is designed to help you achieve your personal and professional goals with support and guidance. I will provide a forum for you to establish your goals. I will ask powerful and probing questions, offer different perspectives, while helping you achieve what you want most in your career and in life. Everything we discuss will be confidential. Remember, I will always be in your corner with your best interests and your agenda at heart.

### **What will I expect from you?**

Make your coaching sessions a priority in your life. We are a team accomplishing more together than either of us could do alone.

For this to happen, you need to be prepared for every session. Our sessions are designed to get you from where you are today to where you want to be. Feedback is encouraged. Let me know how the process is working for you.

Have fun with this process, and make sure to listen to your heart as well as your head. Pay attention to your intuition and what your "gut" is telling you. These responses occur for a reason.

### **Extra Sessions**

Between sessions, if you need to ask questions, tell your story, or bounce some ideas around, please email me at [sjwatkins@eliteprocoaching.com](mailto:sjwatkins@eliteprocoaching.com) or call me at 740-275-7737.

### **Communication**

Please share with me, your stories, your wins, and your disappointments, anything you like as well as your thoughts about coaching experience. I want to know what works and what does not.

Please note all of the details of our Policies. Please let me know if anything is not clear and we can talk about it.

The real work is yours to do, and I want to choose a pace that is effective for you. If at anytime you are not comfortable with any part of our coaching partnership, let me know immediately so we can deal with the situation and move forward. Please note the following information.

### **What I do as a Coach:**

- Listen to you openly and actively
- Ask powerful questions
- Reflect/mirror back to you
- Offer different perspectives
- Provide structure
- Assist in setting goals, planning and strategizing
- Hold you accountable for what you want to achieve
- Trust you to make your own decisions
- Show up with your best interests at heart
- Tell the truth
- Believe in you and your highest good

### **What I do not do as a Coach:**

- Do your work for you
- Judge you
- Give you legal or financial advice
- Take responsibility for you or your actions

### **What I ask from you:**

- For each session, create and email your Pre-Think form 24 hours prior to the session.
- Please email this agenda to me at [sjwatkins@eliteprocoaching.com](mailto:sjwatkins@eliteprocoaching.com).
- When you email the Pre-Think form to me, please place your name and the date/time of session in the Subject line.
- On your Pre-Think form choose the topic(s) that reflect what YOU want to explore.
- Be completely truthful with me and with yourself.
- Be willing to stretch beyond your current comfort zone.
- Let me know if something isn't working for you.
- Have fun and enjoy the process!
- For phone call sessions, cell phones, FaceTime or Skype can be used. Phone coaching sessions should take place in a quiet environment with no distractions. We would suggest making coaching calls from a quiet room.
- If the phone connection is poor, I may ask you to call back when you have found a quiet location with a better connection.

### **Next Steps**

1. Read the Policies; save them for future reference.
2. Complete the New Client Information form.
3. Be sure to check agreement to the policies at the end of the new Client Form and return to [sharijo@EPC360.org](mailto:sharijo@EPC360.org).