



WELCOME LETTER AND COACHING AGREEMENT – Explore Package

Welcome as a client! I very much look forward to spending our time and energy together in the coaching process to accomplish what you really want. Therefore, on a business note, I want you to be familiar with the following policies and procedures before we begin. If you have any questions whatsoever, please feel free to email me.

Coaching Policies and Procedures

Fee:

The Explore Coaching Package fee which includes 2 fortnightly one-on-one coaching sessions per month for 3 months (total 6 sessions) is AUD\$1200.

Payment needs to be received prior to your first session. Please include your name in the bank deposit details.

Bank Account:

Robyn Patton, BSB: 063-840 Account Number: 1032 7897

Length of work together:

I recommend that you stay committed to our partnership for a minimum of 3 months so we can affect real change and have you enjoying new successes.

Extra time:

You can text me between our scheduled times if you want to share a success, have a problem or need some encouragement. You may contact me any time via email.

Calls/In person:

We will work together either in person or via phone/Zoom once a fortnight for 60-90 minutes. If you are on holiday we will work around this by rearranging a catch-up session for when you are back.

Procedure:

For phone sessions: Telephone me on 0424 00 69 04 for our scheduled sessions.

For Zoom Sessions: I will email you the link in advance of the scheduled session.

You may also email me at robyn@robynpatton.com and I will respond within 24 hours (on business days).

Schedule changes:

If you need to reschedule your session, please let me know 24 hours in advance of the session in order to reschedule for another time. This session shall be re-negotiated and completed within the nominated month.

Please note: Coaching Package sessions must be booked and completed within 3 months. Please advise me asap if you need an extension on this timeframe so we can negotiate a reasonable outcome.

Client Information

Name:

Address:

Home Phone Number:

Mobile Phone Number:

Email address:

Date of Birth:

Regarding you

What is the best part of yourself?

What is the biggest opportunity you are not taking advantage of right now?

Assuming all human beings have some way of holding themselves back, which would be your favourite methods?

Please indicate any you feel apply to you: -

Procrastination

Indecisiveness

Arrogance/ being right

Acting as 'Lone Ranger'

Tolerating

Not saying "No"

Controlling life /people

Not saying "Yes"

Following secondary goals (i.e. goals that won't ultimately make me happy)

Not always telling absolute truth

Regarding the coaching

What are you expecting to happen now you have a coach?

For you, what is the most exciting part about having a coach?

What value do you feel coaching will provide, that will be of most benefit right now?

(3 maximum)

Challenge

Accountability

Focus

Support

Inspiration

Direction

Sounding Board

Ideas/ Strategies

Validation

How will you know you are getting MORE than your money's worth from our coaching? What will be happening?

Goals/Intentions

Please take time to answer the following section and send your responses to me before our first session. Give yourself the quiet time and space to answer each question fully.

List 3 short-term goals/intentions you would like to accomplish or focus on

- 1.
- 2.
- 3.

List 3 larger goals/intentions you would like to accomplish or focus on

- 1.
- 2.
- 3.

What 3 things are you most tolerating or putting up with that might prevent you achieving your goals/intentions?

- 1.
- 2.

Coaching Agreement

Please sign and date, and then post this page back to me

Robyn Patton, 88 Frith Road, Gisborne 3437, Victoria, AUSTRALIA.

Client Name:

Date:

Services: One-on-one coaching

Terms: 2 online or in-person 60-90 minute sessions per month. Total 6 Sessions Text messaging and email available.

A minimum of 24 hours notice is required for cancellation of an individual session - this session shall be re-negotiated and completed within the nominated month. A minimum of 2 weeks notice is required for cancellation of coaching sessions. The cancellation must be received in writing via mail or email - either the client or coach may request this cancellation

Rate: AUD\$1200

Payment received prior to first session.

Robyn Patton, BSB: 063-840 Account Number: 1032 7897

Confidentiality

As your coach, I recognise you may have the following: future plans, business affairs, customer lists, financial information, job information, goals, personal information and other proprietary information. I will not at any time use any of this information for my benefit or disclose any information to a third party. I will also not divulge that you and I are in a coaching relationship without your permission.

Disclaimer

I acknowledge that coaching is not therapeutic in nature or intent and does not deal in health, abuse or relationship issues for which counselling or therapy might be appropriate. I will not hold Robyn Patton in any way responsible for my experience with any of the coaching programs and practices. The client is a creative and resourceful individual and the expert in their personal and professional life - the client chooses to take action and any results of those actions are the full responsibility of the client.

Signature:

Printed name:

Date: