
VICTORYA ROGERS COACHING

Coach * Mentor * Consultant

For your Life, Relationships, Career Ambitions & major Life Transitions

Welcome Packet

Welcome to Victorya Rogers Coaching, a faith based coaching service. I look forward to working with you to achieve your best life. Following are few guidelines my clients follow to help optimize our working relationship. If you have any questions, please do not hesitate to call.

Procedure: I begin my appointments on time, be it on the phone or in person. Please come to your coaching session prepared with updates, progress and current challenges. Let me know what you want to work on and be ready to be coached. You are welcome to make copies of the enclosed Session Preparation Form. I encourage you to fax or email me a completed form before each coaching session to coach@victorya.com or (817) 405-2668. The agenda is client generated and coach supported.

Coaching Sessions: If our agreement includes a set amount of sessions and you or I are on vacation, then we will make up the time either before or after the vacation.

Changes: My clients give me 24 hours notice if they have to cancel or reschedule an appointment. If you have an emergency, we will work around it. Otherwise, a missed call is not made up.

Extra Time: You may call between sessions if you can't wait to share a win with me, have a problem, or need "spot coaching". (You can also email, or fax me). I enjoy delivering this extra level of service. I do not bill for additional time of this type, but I ask that you please keep the extra calls to 5-10 minutes. When you leave a message, let me know if you want a call back or if you are just sharing an update.

Fee: Clients pay at time of service rendered unless prior arrangements have been made. For your convenience, monthly pre-payment plans are available with invoices issued after each session reflecting current balance available. Payments may be made by Check, Cash, Master Card, Visa or PayPal.

Problems: I want you to be satisfied with our relationships. If I ever say or do something that upsets you or doesn't feel right, please bring it to my attention. I promise to do what is necessary to satisfy your coaching needs.

Helping Women make better choices so you can finally live the life of your dreams

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The Basics of Coaching with Victorya

1. All sessions begin on time. Client prearranges to call coach or arrive at designated location to begin no later than 5 minutes after scheduled time slot.
2. If it becomes necessary to reschedule or cancel an appointment, please give at 24 hour notice.
3. Services are paid for in advance or at the beginning of each session. MC, Visa, Check, Cash and Paypal are accepted.
4. As a client, I understand and agree that I am fully responsible for my well-being during my coaching sessions, including my choices and decisions. I am aware that I can choose to discontinue coaching at any time. I recognize that coaching is not psychotherapy and that professional referrals will be given if needed.
5. I understand that Victorya is a Christian and her coaching is faith-based and grounded in the Bible. She believes that our spiritual life affects all areas of our life and encourages her clients in their faith journey.
6. I understand that "life coaching" is a relationship I have with my coach that is designed to facilitate the creation and development of personal, relational, professional, and/or spiritual goals and to develop and carry out a strategy and plan for achieving those goals.
7. I understand that life coaching is a comprehensive process that may involve all areas of my life including my faith, career, finances, health, relationships, education, recreation and major life transitions. I acknowledge that deciding how to handle these issues and how to implement my choices is exclusively my responsibility.
8. I understand that life coaching does not treat mental disorders as defined by the American Psychiatric Association. I understand that life coaching is not a substitute for mental health care or substance abuse treatment.
9. I understand that information will be held as confidential unless I state otherwise, in writing, except as required by law.
10. I understand that life coaching is not to be used in lieu of legal, medical or financial counseling. I understand that all decisions are exclusively mine and my actions are my responsibility.

I have read and agreed to the above.

Client Signature: _____

Date: _____

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LIFE COACHING AGREEMENT

Please review, adjust, sign where indicated, and return to Victorya by mail, email or fax, before or at your first appointment.

Name _____

Address _____

Email _____

Phone _____

Type of Coaching/Mentoring/Consulting sought: (circle one)

Life, Love, Career, Writing, Speaking, Media, Life Transition

Primary Reason for Coaching? _____

VRC Rates: \$100 per hr * \$75 per 1/2 hr * \$25 per 10 minute mini-session
(all ongoing monthly clients are welcome to call for a free 10 minute mini-session update between normal sessions as need arises)

Initial term expected _____ months, from _____ through _____

Desired coaching plan: Weekly ___ Bi-weekly ___ Monthly ___ or _____

(please specify # of sessions per month and duration anticipated for each-- for example 3 phone 1/2 hrs and one 2-hr in-person per month, or weekly 1 or 2 hr in person, etc.)

In-person duration preferred: 2 hr _____ 1 hr _____ per session

Phone session duration preferred: 1 hr _____ 30 minute _____ 10 min.

1st session date & time: _____

Phone or Location: _____

Referred by _____

(whom can I thank for your introduction to my services?)

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CLIENT INFORMATION

Date: _____

Name _____

Occupation: _____

Home Address: _____

Day Phone: _____

Evening Phone: _____

Fax: _____ **Cell:** _____

Email: _____

Okay to leave message everywhere? _____ If not, where do you prefer? _____

Preferred means of communication: _____

Date of birth: _____ **Age:** _____

Name of important people in your life (spouse, partner, children, friends, etc.):

Emergency contact name and phone number:

Other information you want me to know (you may continue on back of this page and add additional pages if you'd like):

How did you hear about my coaching services? _____

What influenced your decision to work with a coach? _____

Have you ever been coached? _____ If so, please describe the experience:

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CLIENT INFORMATION - 2

Do you have specific goals for the coaching relationship? _____

If not, what goals might you now create? (you may also use the goal worksheet included) _____

What are your significant commitments? _____

What would your perfect life look like? _____

What are your dreams? _____

What dreams have you given up on? _____

Where do you want to focus first? _____

What parts of your life are working best now? _____

What parts of life are working least well? _____

What are your values? _____

What stops you from having the life you want to live? _____

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GOALS

What goals, aspirations, desires, or intentions do you want to accomplish in the first 6 months of life coaching?

Personal:

Professional:

What do you want to accomplish, change, or create in the first 30 days of life coaching?

Personal:

Professional:

What I hope to gain from this coaching relationship:

Other things I'd like my coach to know about me:

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DE-CLUTTERING

We put up with, accept, take on, and are dragged down by people and situations that we may have come to ignore in our lives rather than fix. Now is the time to identify those things that drain your energy for positive activities. As you think of more items, add them to your list.

You may or may not choose to do anything about them right now, but just becoming aware of and articulating them will bring them to the forefront, where you'll naturally start eliminating, fixing, or resolving them.

ENERGY DRAINERS AT HOME

ENERGY DRAINERS AT WORK