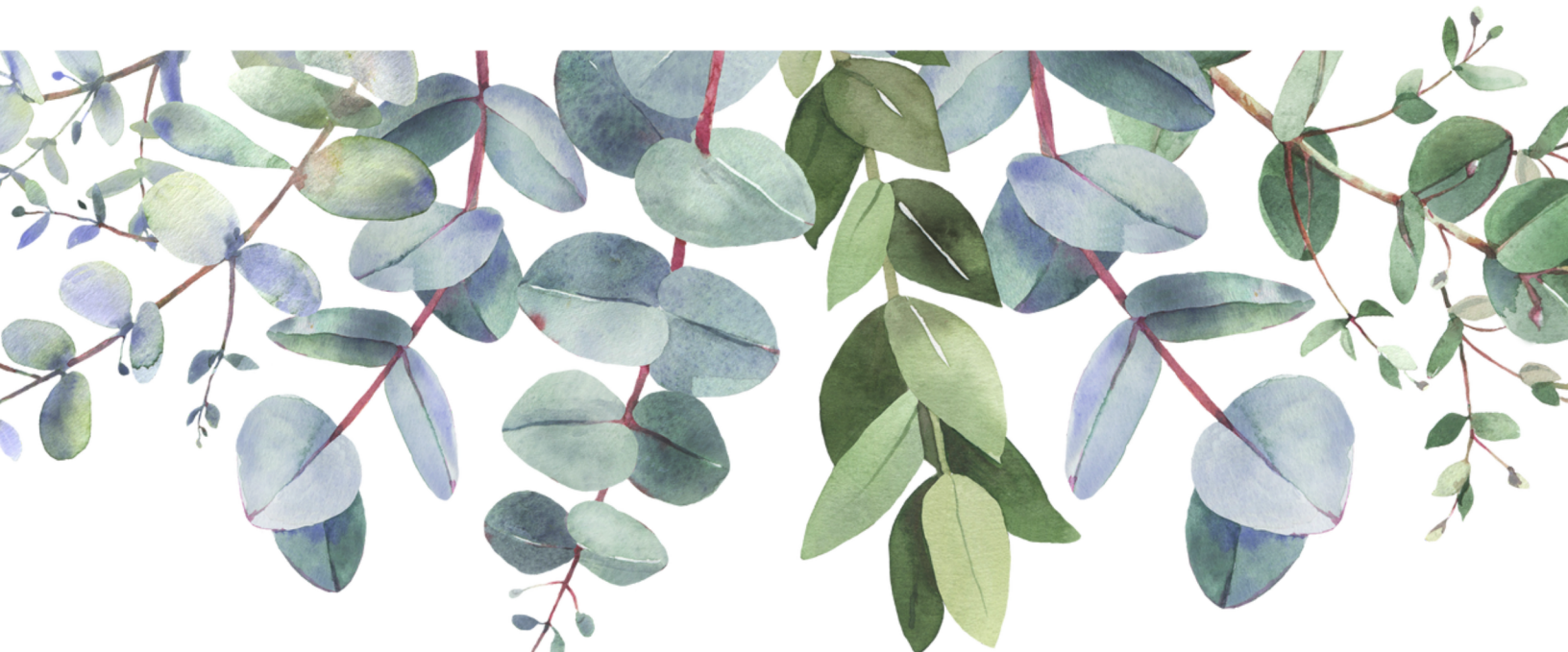




Client Welcome Packet





Welcome!

Hello Friend,

I am excited to begin on this life-changing journey with you!

I am committed to supporting and guiding you while you create personalized blueprint for reaching a meaningful goal in your life. Along the way, we will be checking in on your progress using some helpful tools that I will provide you. I encourage you to express what you feel is working and what isn't working for you as we work with one another. Your feedback helps me to support and guide you better.

This welcome packet is designed to provide you with important information as we begin our journey together. I hope to answer some questions that you may have and provide you with some insight as to how we will work together. To help me align to what you would like to focus on, I have included some forms that I would like for you to review, complete and return to me. There will be more detailed directions on this in the upcoming sections of the welcome packet.

During our first session, we will talk a little more in depth about your goals for coaching and discuss any questions that you may still have after reading your welcome packet. Typically, this session lasts about one hour. If you have any questions prior to our first session, please contact me at natalee@artfultransformations.art or call me at 260.229.5902.

I look forward to working with you. Congratulations on taking this step towards achieving your goals.

Bye for now...

Natalee Wright, MA, BCC
Professional Creative Coach



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My name is Natalee....

As your coach, I am committed to creating a sacred and safe space that encourages your self-exploration and growth.



Our time together is confidential and it is important to me that you feel able to express yourself, as well as commit to being honest with yourself and with me. I will be honest and direct. I will challenge you, hold you accountable, help you maintain focus, provide structure, and above all empower and support you on your goals. I am excited for you and your journey to find joy, authenticity, and all that you aspire to.



Life Coaching Packages & Fees

Life Coaching Packages

All coaching packages include a Free 30 minute coaching consultation call and text, email or phone (up to 10 minutes) support between sessions.

Coaching Packages

2 Session/Monthly Plan Bi-Weekly Sessions (2) at 60 minutes per session	\$110
4 Session/Monthly Plan Weekly Sessions (4) at 60 minutes per session	\$220
12 Session/Monthly Plan – 3 Months (\$660 if paid in full upon commitment) Weekly Sessions (12) at 60 minutes per session	\$600
24 Sessions/Monthly Plan – 6 Months (\$1320 if paid in full upon commitment) Weekly Sessions (24) at 60 minutes per session	\$1200

Individual Coaching Sessions

15 minute emergency coaching	\$15
30 minute emergency coaching	\$30
60 minute individual coaching	\$55

Payment Structure & Scheduling

Fees paid in advance through PayPal, Credit Card (by authorization), or by Personal Check. Checks must clear before your initial session (for each billing cycle).

ALL SESSIONS can be scheduled either weekly or bi-weekly depending on your budget, availability, and personal preference.

What is Coaching?



Coaching is a transformational conversation that allows you to develop and achieve your goals in a safe and supportive environment.

How we will work together...

I am a trained board certified Life Coach. I am not a therapist and I do not attempt to provide diagnosis or treatment. If you feel that you need a therapist, I will do my best to provide you with a referral. Our relationship is equal. Our coaching sessions will always be about the issues that you want to discuss. I will listen, reflect, ask questions, give perspectives and offer options without bias or judgement. I will support you, believe in you, and celebrate you.

As my client, I ask that you attend our sessions fully prepared. I ask that you be focused on your agenda, issues, and concerns. I ask that you be ready to openly and honestly discuss matters of the heart and emotions. I ask that you accept accountability and be open to stepping outside your comfort zone. I ask that you be willing to find success in effort, not only in outcome. I agree to do the same.

What to Expect

Client Expectations:

Confidentiality – All coaching sessions are confidential. There may be times when your coach feels it is important for issues to be shared with your family and support system and will encourage you to do so. It is always the goal to have relationships with healthy communication. Unless permission is granted, all coaching sessions, conversations, and written communications remain confidential between the coach and client, except where prohibited by law.

Discover Yourself – You will get to know yourself in new ways. It is healthy to grow as a person while working with a coach. Most people hire a coach to accomplish several goals. Coaching is about being and expressing your authentic self. Don't be surprised if you discover new parts of yourself or if you find your goals adjusting to reflect who you really are and who you want to be.

Be Patient with Yourself: Invest yourself fully in this opportunity for accelerated growth and accomplishment. Be patient with yourself and commit to the coaching process for at least three months. Show up for your coaching session on time, prepared, and fully ready to problem solve, reflect, strategize, and celebrate. It is helpful for you to not be rushed to your session and take a few moments prior to your session to slow down, clear your mind, and get focused. Turn off all distractions and find a quiet place where your focus is only on your session. It is helpful to bring a pen and paper. You are more likely to remember and take action on things if you write them down. Keep all your coaching materials together in a notebook and folder and bring them with you to each session.

Session Prep Form – Fill out your session prep form prior to our weekly session and email it to me at least 24 hours before our session together. This is used to maximize our common understanding of where you are and where you want to go in coaching.

Coaching Expectations:

- I will listen for many things such as what motivates, energizes, and excites you, your beliefs and conclusions, what you're saying in your self-talk, evidence of emotional pain that blocks action, self-doubt, growth you may not be giving yourself credit for, resources you have available but may not recognize and more.
- I will ask tough questions. Some questions may be difficult to answer and some may be uncomfortable to talk about. Remember the more you allow yourself to be honest and challenged, the more progress you will make.
- I will abide by the International Coaching Federation (ICF) Code of Ethics.
- I will tell the truth 100% of the time, from a viewpoint of compassion. This may take the form of challenging you with a truth that you may prefer to deny or avoid. The truth is sometimes uncomfortable to hear, but necessary for your progress.
- I will assist you in defining your goals in alignment with your needs and values. I will assist you in creating strategies, discovering resources and taking confident action.
- I will not provide counseling or therapy. I will make requests, offer suggestions, advice, and opinions that may be helpful for you to move forward. I am your equal partner in designing your action plan.
- I will celebrate you, help you see your strengths, and encourage you to overcome self-doubt and emotionally dare risk and change.
- I will help you develop goals, think bigger, be confident and trust yourself.



Next Steps

- Review the welcome packet.
- Complete the following forms and return them to me via mail or email:
 - Coaching Agreement
 - Privacy Notice
 - Client Intake Form
 - Goals Worksheet
 - Coaching Mandala
 - De-Cluttering Form
- Complete and email at least 24 hours prior to each coaching session (beginning with the second session):
 - Session Prep Form

Based on the coaching package you choose, I will provide you with an invoice through PayPal (unless you have made other arrangements with me). Your invoice must be paid in full, 48 hours prior to your first session.

If you have any questions prior to our session, please email or call me. Otherwise, we will discuss those items during our first session. I am excited and honored that you have chosen me to be your coach!