



WELCOME TO COACHING!



Hello friend, and welcome to Vibrant Christian Coaching!

I am thrilled to work with you as your Christian life coach!

MY COMMITMENT TO YOU

Goals I will pray for you, listen carefully to you, ask purposeful questions, and do my part to help you achieve the goals that you set.

Encouragement I am your personal cheerleader! It is my job to encourage, support, and affirm you as you explore new avenues in your life. While I cannot implement the changes you desire, I will walk side-by-side with you on your path to self-discovery, growth and change so that you feel empowered and equipped.

Accountability I will be your accountability partner for the mindset shifts or goals you decide to make in your life.

I will strive to help you achieve what you set out to do, while helping you stay true to your other values and goals so that you can maintain healthy life balance. Each session I will ask you to set mini goals to complete before our next time together, and in the following session I will check in with you to assess your progress.

Growth I will use my training and skills to listen with an attentive and discerning ear so that I can help you clarify your thoughts. I'm also here for creative thinking, brainstorming, and strategizing next steps, although my goal is to always help you discover the "next step" answers that God has placed inside of you so that you can be true to your unique values, purposes and calling. I will not tell you what your next steps "should" be, but instead, in partnership with the Holy Spirit, I do my best to guide our conversation through insightful questioning in order to reveal God's best next step for you.

Confidentiality Our coaching relationship and all our conversations are strictly confidential unless you choose to share that information.

HOW OUR TIME TOGETHER WILL WORK

Virtual Coaching Sessions We will conduct all our sessions via phone over an online connection such as Zoom (no video). We will work together for three sessions per month unless we've pre-arranged a unique coaching rhythm that differs from this. These coaching sessions will be approximately 45-50 minutes each.

You are welcome to email me at alicia@vibrantchristianliving.com if you have a quick question or if you'd like to share a quick win in-between sessions. Please allow at least 24-48 hours for an email response.

Weekly Prep Forms You set the agenda and you choose the goals for our time together each session. In order for us to accomplish this, please complete a weekly prep form and send it to me before our session. You will find these in the coaching portal, and a new weekly prep form will be automatically sent to you before each session.

This simple yet powerful step ensures that we will make the most of our time together and you will get the maximum results with your coaching.

Scheduling Appointments & Billing We will plan to meet three (3) sessions per month, one session a week, unless we've pre-determined a different session frequency.

If you've purchased a coaching package, you will be billed the full amount of the package at the time of contract signing unless you have requested payments. If you are using a payment schedule, please note that the first payment will be charged at contract signing and then 30 days after for the pre-arranged payment frequency. For example, if you've elected to pay for a 6 session coaching package in two payments, the first payment is due at contract signing and then the second payment will be automatically charged 30 days later.

Please note that all sessions are paid for in advance and are non-refundable.

Late Policy It is important for you to show up for our sessions on time. We must start on time to ensure adequate time for an effective session and to respect the time scheduled for other clients and commitments.

Please note that if you show up more than 10 minutes late to a session we will have to reschedule the session. This is because I want to make sure that we have adequate time together to accomplish your goals.

In addition, **should we have to cancel a session because you're more than 10 minutes late, the session will count as a used session.** Thank you for your help with keeping us on time, and for your understanding.

Rescheduling & Cancellations Please give 24 hours notice if you have to cancel or reschedule a coaching session. Of course if you have an emergency, we will work around it. **Otherwise, please understand that a missed call cannot be made up and will be counted as a used session unless you've notified me 24 hours in advance.**

MY ENCOURAGEMENT TO YOU AS WE GET STARTED

Commit to a Better You I encourage you to make a serious commitment to coaching. Allow yourself adequate space in your thought patterns and in your physical schedule to complete the plan we create together for each session. Honor the investment you're making to yourself and to a better you by staying focused and determined. I'll do my part to help you stay motivated along the way!

Think Big Picture Instead of a Singular Goal My number one desire as your coach isn't just to help you set and achieve goals but instead to help you create your best life possible. This requires that we work on an ever-evolving coaching plan that not only considers goal setting but focuses on the mindsets, habits and new ways of living to support the big changes you're seeking. I've found that a successful coaching partnership doesn't just focus on outside tangible action but on inner mindset shifts that will best serve you in the long run.

Be Ready I will ask you to fill out a session prep form before every session (this will be automatically generated and sent to you 3 days before our session). Please complete the form and send it back to me electronically at least 24 hours before our session. This helps us celebrate your victories, track your goals and

stay focused on your progress during a session so as to maximize our time together. Also, on those days when you feel frazzled or not ready for the call, I encourage you to still come to our sessions since coaching can be highly beneficial when working through stress. Remember that you always set the agenda and intention for our time together, so it's fine if you need to take a breather for a week or two from the long-term goals we're partnering to help you achieve so that you can gain perspective on some short-term issues.

Be Brave I encourage you to have an attitude of curiosity as you explore new mindsets and ways of thinking. Although we won't stray beyond the moral compass of God's word and/or the personal values that guide your life, be willing to try different actions and perspectives that may give your life the new direction you're seeking. Remember that if you continue to do things the same way you've been doing them, nothing will change.

Be Filled with Grace & Compassion Toward Yourself Give yourself grace to pick yourself up should a mindset, perspective or action not be the best "fit" for where you want to go. Coaching allows you to explore and to "play" with what best resonates with the unique way that God made you. Should the strategies we create not work out the way you'd like or life obstacles necessitate that we change things up, we can always start over and shift to a new direction. My goal will be to help you grow a little at a time and to help you focus on progress not perfection.

Be Realistic Some coaching sessions will have those "a-ha" moments where you'll experience incredible breakthrough; others will stir up new ideas and creative actions; and some will simply be times where neither the above applies but progress is still being made. Even with the best intentions and guidance, growing to be our best selves rarely happens in a predictable, orderly fashion. Be OK with the messiness and obstacles (we'll do our best to tackle them as they arrive!) of the growth process, and trust that God is working behind the scenes to do great things.

Enjoy it! This is one of the few times in life that, yes, *it is all about you*. 😊 You'll have my full attention during our calls. I am trained to listen to not only the words coming out of your mouth, but also the emotions and desires of your heart. While the issues you bring to our coaching sessions may be quite serious in nature, there will be lightness and laughter on the calls. I pray that you'll look forward to our time together (I will)!

I'm so excited to walk beside you on this amazing journey toward your happiest, best self!

With You and For You,

Alicia

Alicia Michelle
Life Coach for Christian Women
Vibrant Christian Living

