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**Coaching Policies and Procedures**

**Welcome!**

Welcome to my coaching practice. I look forward to working with you. This form outlines the nuts and bolts of our working relationship. I don’t usually need to spend a lot of time discussing these details, but I do think that it is helpful to outline the structure and the expectations so that we do not have to spend a lot of time discussing these guidelines and we can focus our time on the good stuff - helping you live your life to it’s fullest! Please review this information and If you have any questions or concerns about any of this information, please let me know during our first session (or anytime, really) and we can discuss.

Fee Payment is due at (or in advance of) each session unless prior arrangements have been made. Payment may be made in cash, by check or by credit or debit card. Recurring credit card billing may be established.

Procedure Our sessions will last 45-50 minutes. We will have a scheduled time to start or session. If we are meeting by phone or video, please call/log in at the scheduled time (as opposed to me calling you). Getting started late may reduce our session time as I will still need to end on time. Please come to the session prepared with updates, progress or current challenges and I will be prepared to coach you. You will use the session prep form (available on my website) to prepare for each session. Emailing me your completed form ahead of each session will help us maximize our time. Remember, the agenda is client generated and coach supported.

Changes Please give me at least 24 hours notice if you need to cancel or reschedule. A missed session without notice will charged at the usual hourly rate. If you or I know in advance of an upcoming vacation or other schedule conflict lets discuss that in advance and decide how to handle our usual session -rearranging our session time or having it even while we are away (yay technology!) as well as skipping a week are all options.

Extra time You may contact me between sessions for “spot coaching”, if you have a problem, or can’t wait to share something with me. I enjoy delivering this extra level of service. I do not bill for this additional time of this type, but I do ask that you please keep the extra calls and emails brief. My responses will also be brief. When you leave a message or send me an email, please be specific about if you need a response/call back or if you are just sharing. If you frequently find yourself looking for this extra support between sessions, we may discuss increasing the frequency of your coaching sessions to maximize the benefit of the work that you are doing and the support that I provide.

Problems I want you to be satisfied with our relationship. If I ever say or do something that upsets you or doesn’t feel right, please bring it up. With that in mind, sometimes change is not always easy and does not always feel comfortable. Sometimes discomfort with the process is inevitable when you are making changes. There is a difference between this kind of discomfort and being dissatisfied with the service that I am providing. My main point is please bring it up if you have any concerns about our work together and we will address your concerns.

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Counseling Coaching and counseling are not the same thing, although I am both a coach and a counselor. Some of the skills that I use do overlap in both professional roles. Coaches work with clients to reach specific life goals or enhance growth **in the absence of limiting emotional difficulties.**  While some of your “issues” may show up during our coaching process, and your life story and situations from the past may be relevant parts of our discussion, **they are not the focus of our work**. Coaching does not treat or diagnose mental health issues or specifically address problems. If at any time I feel that counseling may be appropriate for you, I will discuss this with you. I need to be clear that while I am a licensed counselor, I must maintain good boundaries in my professional roles. Once we have entered into a coaching relationship, I will not be able to provide counseling to you as there are some significant differences in the relationships of coach and client v. therapist and client. I will gladly provide referrals to you if this is something you are interested in. If you have any questions or concerns about which service is right for you, please discuss these concerns with me at the outset of our work together.

In closing, you have hired me as your coach to help you do things differently than you ever have before. I appreciate your faith and trust in me and I honor your decision to engage in the coaching process. It truly can be a powerful and magical process. You are making a wise and thoughtful investment in your self and in your future. Together, we will work on creating real change in your life and to help you live your life to it’s fullest. I am excited to be able to facilitate this work with you!