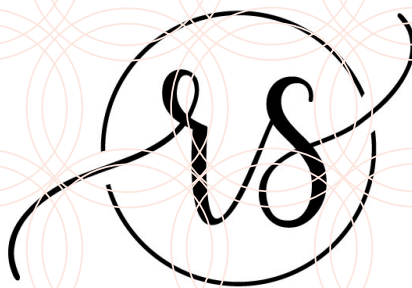


NEW CLIENT

Welcome Packet

"When you live on purpose and know who you are, life unfolds for you in amazing ways!"



RENEA SKELTON
PEOPLE • PASSION • POSSIBILITIES

Dr. renea SKELTON

CERTIFIED EMOTIONAL INTELLIGENCE & LIFE COACH

Congratulations!

Dear XXX,

Welcome to Coaching! Congratulations in your choice to focus time and energy on your own growth. I want to thank you for inviting me to be your coach. I consider this a privilege and I'm looking forward to our time together. I'm passionate about supporting you to extend your Emotional Intelligence reach and become even more than you dreamed possible!

Coaching is about you as a whole person: your values, goals, work, priorities, fulfillment, and life purpose in business and in your personal life. I work with highly motivated individuals (like you!) to develop their own definition of success. Most clients want to achieve specific goals so they can lead a more fulfilling life. We will design a plan that is specific to YOUR needs and aspirations.

Enclosed is a 'Welcome Packet' to help you become acquainted with my Coaching program and prepare you for our initial meeting.

To optimize our meeting, please review this 'Welcome Packet' in its entirety. During our first meeting, we will work together to put into place the direction and focus of our future coaching sessions.

Please allow 1 hour for our first meeting. This will give us the opportunity to spend time getting to know each other and will provide us enough time to review essential information, talk about any questions you may have, and focus on your coaching agenda.

Let's begin...

We completed our initial appointment, the 'discovery' session. This session was meant to jump-start our relationship and was a FREE session to you.

You will also receive a 'Client Intake Form' to get the juices flowing for our sessions. To maximize our time together, please ensure you send the completed questionnaire to me no later than 24hrs prior to our first meeting, (insert date/time).

Please feel free to contact me prior to our meeting and thank you again for allowing me to walk with you in this season of your life!

Love & Light,

Renea Skelton, PhD
Emotional Intelligence & Life Coach
www.reneaskelton.com
FB: @DrReneaSkelton IG:@DrReneaSkelton LI: @reneaskelton

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Characteristics of a Coaching Relationship

Partnership Exists Between Coach (me) and Client (you!)

- I will establish clear agreements.
- I will create a safe, supportive environment that produces ongoing respect and trust.
- Our coaching relationship exists to serve YOU!
- The primary focus is on meeting your agenda.

Personal Growth and Change is Affirmed...

- I will express genuine affirmation, support, and encouragement to you.
- I will have sincere concern for your well-being.
- I will give respect, show interest, and express belief in your goals and desired outcomes.
- I will use language that has the greatest positive impact on you.

Responsibility Belongs to the You!

- I will trust you to be responsible.
- You own and follow through on the goals and actions steps created.

I Believe the Best About You!

- I will express genuine belief in you.
- I will demonstrate acceptance and a nonjudgmental stance.
- I will give room for you to fail.

Intentional Focus Is on the Your Distinctiveness...

- Your strengths are championed.
- Your uniqueness is respected.
- Your self-awareness is encouraged.

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Exploration and Discovery Are Encouraged Through Active Listening and Powerful Questions

- The coaching relationship provides a safe environment for exploration and discovery of new possibilities and avenues.
- I will ask questions that create greater clarity, insight, commitment, new learning, and action.
- I will support and affirm new goals and behaviors.

Integrity, Authenticity, and Sincerity Are Marks of the Coaching Relationship

- I will demonstrate integrity, authenticity, and sincerity.
- I will keep commitments.
- Trust will be a central standard of the relationship.

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Coaching Agreement

This Agreement is entered into by and between Dr. Renea Skelton, llc, and whereby the Coach agrees to provide Coaching Services for the above Client.

Description of Coaching: coaching is a partnership (defined as an alliance, not a legal business partnership) between the Coach and the Client in a thought-provoking and creative process that inspires the client to maximize personal and professional potential. It is designed to facilitate the creation/development of personal, professional and/or business goals and to develop and carry out a strategy/plan for achieving those goals.

1) Coach-Client Relationship

A. Coach agrees to maintain the ethics and standards of behavior established by the International Coach Federation "(ICF)" (Coachfederation.org/ethics). It is recommended that the Client review the ICF Code of Ethics and the applicable standards of behavior.

B. Client is solely responsible for creating and implementing his/her own physical, mental and emotional well-being, decisions, choices, actions and results arising out of or resulting from the coaching relationship and his/her coaching calls and interactions with the Coach. As such, the Client agrees that the Coach is not and will not be liable or responsible for any actions or inaction, or for any direct or indirect result of any services provided by the Coach. Client understands coaching is not therapy and does not substitute for therapy if needed, and does not prevent, cure, or treat any mental disorder or medical disease.

C. Client further acknowledges that he/she may terminate or discontinue the coaching relationship at any time.

D. Client acknowledges that coaching is a comprehensive process that may involve different areas of his or her life, including work, finances, health, relationships, education and recreation. The Client agrees that deciding how to handle these issues, incorporate coaching principles into those areas and implementing choices is exclusively the Client's responsibility.

E. Client acknowledges that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association and that coaching is not to be used as a substitute for counseling, psychotherapy, psychoanalysis, mental health care, substance abuse treatment, or other professional advice by legal, medical or other qualified professionals and that it is the Client's exclusive responsibility to seek such independent professional guidance as needed. If Client is currently under the care of a mental health professional, it is recommended that the Client promptly inform the mental health care provider of the nature and extent of the coaching relationship agreed upon by the Client and the Coach.

F. The Client understands that in order to enhance the coaching relationship, the Client agrees to communicate honestly, be open to feedback and assistance, and to create the time and energy to participate fully in the program.

2) Services

The parties agree to engage in a Coaching Program. Coach will be available to Client by e-mail and voice-mail in between scheduled meetings. Coach may also be available for additional time, per Client's request, at a rate of \$125/hr which can include, for example, reviewing documents, reading or writing reports, engaging in other Client related services outside of coaching hours.

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3) Schedule and Fees

This coaching agreement is valid as of . The total coaching program fee is based on .

The calls/meetings will be .

Payment schedule is as follows: .

If rates change before this agreement has been signed and dated, the prevailing rates will apply.

The refund policy in effect for the term of this Agreement is as follows: .

The Client agrees to make payments promptly upon the date payment is due.

Either the Client or the Coach may terminate this agreement at any time by giving one (1) week's written notice.

Termination may occur if the Coach believes that the working relationship has broken down including a loss of confidence and trust; or for any other reason outside their control which has the effect of compromising their ability to perform the services. In the event of such termination by the Coach, payment must be made up to the date of the last services and any other monies paid in advance will be refunded to the Client. In the event of any termination by the Client, payment for the full terms and all sessions of the services becomes immediately due and payable, whether or not the sessions were used by the Client. The Client is liable for full payment of all unpaid sessions for the services that were engaged in accordance with the agreement. Confidentiality survives and continues in the event of any dispute or termination and, in any event, after the delivery of the services. If the Client withdraws from the program within the first 30 days for any reason, the Client will be entitled to monies paid for services not paid beyond the 30 days. If the Client decides to withdraw from the program after the first 30 days, there will be no refund.

The Coach does not offer any refunds for services that have already been delivered. In the event the program is terminated by the Coach for any reason, the Client is entitled to a prorated refund of the unused portion of fee.

Refunds are not given 'packages.' If a session is missed at the fault of the Coach, a replacement session will be scheduled. Refunds for individual sessions are NOT granted, unless the Coach is the cause of a missed appointment.

If the Client paid entire fee in advance (prior to sessions) and terminated service at least 24 hours in advance of the first session, the Coach will provide a full refund minus \$150. For cancellations within less than 24 hours from the scheduled session, a \$250 fee will be deducted from the refund.

4) Procedure

The time of the coaching meetings and/or location will be determined by the Coach and Client based on a mutually agreed upon time. The Coach will initiate all scheduled calls and will call the Client via phone number or web link. If the Coach will be at any other number for a scheduled call, the Client will be notified prior to the scheduled appointment time.

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5) Confidentiality

This coaching relationship, as well as all information (documented or verbal) that the Client shares with the Coach as part of this relationship, is bound by the principles of confidentiality set forth in the ICF Code of Ethics. However, please be aware that the Coach-Client relationship is not considered a legally confidential relationship (like the medical and legal professions) and thus communications are not subject to the protection of any legally recognized privilege. The Coach agrees not to disclose any information pertaining to the Client without the Client's written consent. The Coach will not disclose the Client's name as a reference without the Client's consent.

The Client agrees to not discuss the terms of the agreement (i.e. pricing, duration, etc) to any outside parties. The terms of the agreement are between the Coach and the Client only.

Confidential Information does not include information that: (a) was in the Coach's possession prior to its being furnished by the Client; (b) is generally known to the public or in the Client's industry; (c) is obtained by the Coach from a third party, without breach of any obligation to the Client; (d) is independently developed by the Coach without use of or reference to the Client's confidential information; or (e) the Coach is required by statute, lawfully issued subpoena, or by court order to disclose; (f) is disclosed to the Coach and as a result of such disclosure the Coach reasonably believes there to be an imminent or likely risk of danger or harm to the Client or others; and (g) involves illegal activity. The Client also acknowledges his or her continuing obligation to raise any confidentiality questions or concerns with the Coach in a timely manner.

6) Cancellation Policy

6) Client agrees that it is the Client's responsibility to notify the Coach 24 hours in advance of the scheduled calls/meetings. The Coach reserves the right to bill the Client for a missed meeting. Coach will attempt in good faith to reschedule the missed meeting. The Coach will terminate the program for cause if Client cancels sessions more than three (3) times.

7) Record Retention Policy

The Client acknowledges that the Coach has disclosed his/her record retention policy with respect to documents, information and data acquired or shared during the term of the Coach-Client relationship. Such records will be maintained by the Coach in a format of the Coach's choice (print or digital/electronic) for a period of not less than 2 years.

8) Limited Liability

Except as expressly provided in this Agreement, the Coach makes no guarantees, representations or warranties of any kind or nature, express or implied with respect to the coaching services negotiated, agreed upon and rendered. In no event shall the Coach be liable to the Client for any indirect, consequential or special damages. Notwithstanding any damages that the Client may incur, the Coach's entire liability under this Agreement, and the Client's exclusive remedy, shall be limited to the amount actually paid by the Client to the Coach under this Agreement for all coaching services rendered through and including the termination date.

(9) Dispute Resolution

If a dispute arises out of this Agreement that cannot be resolved by mutual consent, the Client and Coach agree to attempt to mediate in good faith for up to (certain amount of time such as 30 days) after notice given. If the dispute is not so resolved, and in the event of legal action, the prevailing party shall be entitled to recover attorney's fees and court costs from the other party.

10) Severability

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If the Court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

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11) Waiver

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

12) Applicable Law

This Agreement shall be governed and construed in accordance with the laws of the State of Texas, without giving effect to any conflicts of laws provisions.

13) Binding Effect

This Agreement shall be binding upon the parties hereto and their respective successors and permissible assigns.

Please sign, scan, and return one copy of this Client Agreement prior to the first scheduled meeting. Retain one copy for your records.

name of client

DATE: _____

DR. RENE SKELTON, Coach

DATE: date

Dr. renea SKELTON

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The Process...

1. Coaching agreement is signed by the Client and the Coach.
2. Payment is received as annotated in the coaching agreement.
3. I will conduct a 'discovery session' so we can get to know each other better and I can understand your goals, etc. Additionally, we will go over the coaching agreement.
4. We will co-create a 'Plan of Action' to help you achieve your goals and for me to hold you accountable to finish the steps to actually achieve your goals - and celebrate your successes!
5. We will schedule the first official session (and subsequent sessions if possible).
6. We will continue our coaching program until the last session (additional coaching is available for a fee). At the end of each session, I will ask you to commit to completing certain tasks before the next session, which is often referred to as 'homework.'
7. You will continue to build, grow, and thrive!