



Congratulations! I am proud to say that my clients are achieving great results and resolve towards ever-increasing levels of success and happiness in their lives. So, I congratulate you on taking a big step towards investing in the most valuable asset you will ever have – YOU!

I appreciate the opportunity to work with you and I am looking forward to starting our journey together. The following material will help you understand how the coaching relationship works and what to expect from me, from yourself and from the process. I know this is a rather lengthy welcome: the more clearly we understand each other from the beginning, the greater results you'll have with the process.

How the Coaching Relationship Works

The coaching relationship is a professional partnership for your benefit. You bring your life experience, strengths, honesty, creativity and resourcefulness to the table. You offer your challenges and goals, and I bring a specialized skillset to guide you through the process of achieving your dreams. I offer you concrete strategies and ongoing support. We focus on the present moment, what works best for you, and how to use what you know to create the future you most want for yourself.

What You Can Expect Of Yourself through the Coaching Experience

Focused Actions

*You set the goals you really want based on your values. This means that once you create the ideal goal, you're much more likely to naturally and consistently take actions to reach it. You will become **focused** as you share ideas with me, someone who understands you and holds you to being your best self.*

Balanced Life

Having it all means creating a balanced life. You will become very self-caring and compassionate by identifying your personal needs and creating a sustainable approach to meeting them.

More Money

You can make and keep more money. We will work on increasing your income without working harder, paying off old bills, and designing a strategy for you to earn more from your current efforts.

Even Energy

As you implement plans and lifestyle adjustments, you may notice your energy evens out. Instead of starting and stopping and feeling like your wheels are spinning but nothing is really getting done, you will be project-oriented, proactive, productive and clear to create and complete what you want.

My Expectations of You through the Coaching Experience

Utilize Me

*As your coach, I am a resource and presence for you to use to your best advantage. I have an unlimited amount of enthusiasm, compassion, support and strength for you **and** I can share many principles and strategies that will increase your success and add to the quality of your life. I ask that you use me as this resource and friend that I am, but do not get into a position of needing me (or coaching) as a dependency. Through the coaching process, you will discover mechanisms of support existing within yourself and your life, and eventually I will work myself out of a job.*

Be Willing To Double Your Level of Willingness

Part of working with me as your coach is that I will ask a lot of you. Not too much, I hope, but certainly more than you may have been asked recently. Be willing to experiment with fresh approaches and be open to redesign the parts of your life or business that you are able to right now. Your willingness allows you to more easily reach your goals and live an integrated, fulfilled personal and professional life, using the gifts you have now and enjoying life as it is meant to be enjoyed.

Get To Know Yourself

Most people hire a coach to accomplish several specific goals and much of the time and focus is on these goals. Yet, with coaching, don't be surprised if you discover new parts of your "self" or if you find your goals adjusting to who you really are. Working with a sensitive, intuitive and empathic coach is a healthy path of personal growth. The self-discovery process is natural so you needn't rush it, just realize it will likely happen.

Enjoy Our Sessions

We have work to do together, and you can feel free to enjoy our sessions while we accomplish it. One of the many reasons that I choose to coach is that it brings me joy. I have fun and I want you to have fun as well. After several sessions, you may find that we take a little time to catch up on those parts of your life that mean a lot to you or you may want to share something personal: this is natural rapport and supports your process, though we won't spend. They needn't be intense in order for you to achieve the results that you know are possible. Feel free to set the tone and I will respect what you need in this area.

Do Your Field Work Each Week

These are tasks or actions that you commit to yourself and me that you will do your best to complete before our next session. They may also be attitudes or habits that you choose to integrate into your life and hold yourself accountable to begin changing. Apply yourself and use the field-work to embrace where you are and move you closer to where you want to be.

With your new personal focus and my ongoing support, you are more likely to take smart, strategic actions, finish what you started, and persevere through any roadblocks.

What You Can Expect Of Me During Our Coaching Relationship

Confidentiality

All of our interactions are strictly confidential. I will not share any information provided by you with anyone without your express written consent. The exception to this may be using a situation from your coaching experience as an analogy in another client's session, or in a public setting such as a newsletter or seminar. In this case, I will not use your name and I will refer to the situation in such a way that you will not be identifiable to others.

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Commitments and Integrity

When I make a commitment to you, this promise will be kept. I am unable to keep a commitment, I will notify you of this as soon as I know. I will deal with you with the highest standards of integrity, honesty, professionalism, and respect. As I am adamant about delivering high value to my clients, I will let you know if I feel that my involvement is not likely to make a positive difference in your life or if services other than coaching may be more helpful to you.

Non-Judgmental Attitude

*I am not here to judge right or wrong. My position is to coach the real you to get the life **you** want. As there may be times when you will share information that may make you vulnerable, I assure you that I will treat your choices, values and actions with respect and integrity.*

Tenacity about Your Progress

As you have hired me to help you grow, I believe that some of the best value I can deliver to you comes through the tough places you may be unwilling to visit on your own. Honest feedback, challenging questions, assignments designed to challenge your comfort zones, accountability to your commitments, and an occasional, usually gentle and always caring “kick in the pants.”

I Know That You Are Perfect Just the Way You Are

I know you are great. You are remarkable. I know you are here because you are invested in yourself and the quality of your life. The fact that you have the self-compassion and self-commitment to hire a coach speaks volumes to your greatness. I am blessed with the privilege of choosing you, my clients. (I turn down clients that I don't want to work with or refer them to someone else). You are growing, successful and willing and I am assisting you to further your personal, spiritual and professional life.

I Expect Your Best

Since you are hiring me, you are probably ready to do and be your best. If you are not doing your best, I will request that you do. If you can't do your best at that moment, I'll understand and do what you need to be supported and helped back on to your path, moving towards your best. Everyone has days when they feel less than 100%: I ask that even if you are feeling at 50%, bring 100% of that 50% to our session, to your field work, and to your life.

I Make Direct Requests

I will make direct requests of you. You have three options. You can accept, you can negotiate for different terms (counteroffer and tell me what you can do), or you can say no (with a reasonable explanation). I will make you right however you respond.

I Give Straight Suggestions and Concrete Strategies

If I am sure about something and you are open to it. I'll make specific suggestions on how to handle a problem or go for an opportunity. If I am not sure, I'll say so and after our session I will tap into my many resources to gather information that will help you with your concern or put your best foot forward when going for an opportunity. I will never leave you hanging. Honesty is one of my values; I am straightforward and I expect the same from you. Regardless, use the best of what I say and use your own judgment to decide if a suggestion applies to your situation or works for you.

I Do Not Overlook Much

When I hear a funny tone in your voice, or hear you say something that I just cannot understand or seems off, I will ask you about it. Often, it is these small moments that offer the chance to resolve something, move through something or remove something that is standing in your way. I never confront or push; I'll merely invite you to look at things that you may have overlooked.

I Will Give You A Lot Of Field Work

During our sessions, I will walk through solution-finding strategies with you and inquire what work you would give yourself for the coming week. We will partner in developing fieldwork that is appropriate for you at the time. I may also provide field work based on what I sense is needed, encouraging you in directions you may have been timid to go alone: cleaning up tolerations, taking steps towards goals, ways of taking care of yourself or supportive lifestyle shifts. If it is too much, say so. If you want more, just ask.

I Am Here for You

If you have a personal challenge or success, feel upset with something, begin to realize something big, or cannot wait to share a breakthrough, call, e-mail or text me anytime. I am your coach and I am delighted to celebrate your successes or offer support for unexpected challenges between sessions. I can't promise that I will be able to respond immediately all the time, but I can promise that I will get in touch with you as soon as possible. If I go out of town, I will let you know.

Let's Get Started

- 1. Read, sign and e-mail the Policies and Procedures Form before our first session.*
- 2. Complete the Client Questions and e-mail it to me before our first session.*