

MindfulGuidance – Coaching & Counseling

Welcome to Coaching: What to Expect

Welcome! I am delighted to be your coach and look forward to partnering with you as you create the life, relationships, work, health, or performance experience you truly desire.

This document is designed to help you understand the coaching process and what you can expect from our work together. Please also review the accompanying **Coaching Fees and Policies** document, which outlines important information regarding fees, scheduling, cancellations, communication, and other coaching policies.

The Coaching Relationship

Coaching is a collaborative partnership designed to help you clarify your goals, overcome obstacles, and create meaningful, lasting change.

Throughout our work together, you can expect me to be honest, direct, compassionate, and fully invested in your growth. I may ask challenging questions, offer observations, introduce new perspectives, and encourage you to explore possibilities that support your goals and well-being.

You remain in charge of your choices, decisions, and actions at all times. The power for change resides within you; my role is to help you access and apply it more effectively.

Our relationship is professional, respectful, and confidential.

Commitment to Growth

Most clients seek coaching because they are ready to create significant change in one or more areas of life. While some breakthroughs happen quickly, meaningful and sustainable growth typically develops through consistent awareness, practice, and action over time.

Depending on the scope of your goals, I generally recommend an initial commitment of one, three, or six months. This allows sufficient time for new insights, habits, and perspectives to take root and for the coaching relationship to become a powerful catalyst for change.

Following completion of your coaching package, we may continue on a month-to-month basis or schedule individual sessions as needed for ongoing support, accountability, or occasional tune-ups.

When you feel ready to conclude coaching, I generally recommend two final sessions to review your progress, celebrate your accomplishments, and create a plan for maintaining momentum moving forward.

Preparing for Coaching

Please complete and return all required forms at least 24 hours before your first session. Forms may be emailed to:

MindfulGuidance – Coaching & Counseling

Email: mindfulguidance@protonmail.com

Once you have submitted your forms, please send me a text to let me know they are on their way.

Our first session will last approximately 90 minutes. Most subsequent sessions will last 45 - 60-75 minutes, depending on our agreement.

After your initial session, I encourage you to complete a Coaching Preparation Form before each appointment and send it in advance for best quality and direction of our sessions. This helps us make the best use of our time together and allows me to prepare thoughtfully for our work.

What a Typical Session Looks Like

While every session is unique, most follow a general structure.

1. Arriving and Centering

We may begin with a brief mindfulness, grounding, centering, or reflective exercise designed to help you become more present and focused. This creates a supportive space for deeper inquiry, healing, growth, and transformation.

2. Clarifying Your Intention

Together we will identify what you would most like to focus on during the session. Your intention may come from your Coaching Preparation Form, emerge during our centering exercise, or arise spontaneously as we begin.

Intentions may be broad or specific, such as:

- Reviewing recent progress
- Addressing a challenge or obstacle
- Exploring a difficult decision
- Working with stress, overwhelm, or self-doubt
- Moving toward a particular goal

If you are uncertain where to begin, that is perfectly acceptable. We will explore together and determine what would be most valuable to address.

3. Exploring and Discovering

The heart of our session is devoted to exploration, insight, and growth.

Depending on your goals and learning style, we may use a variety of approaches, including:

- Reflective inquiry and powerful questions
- Mindfulness practices
- Visualization exercises
- Values clarification
- Perspective shifts and reframing
- Experiential exercises
- Strategic planning and action design

Together we will discover which tools and approaches best support your growth and success.

4. Celebrating Progress and Learning

We will review your accomplishments, insights, and experiences since our previous session. We will also revisit any commitments you chose to make and explore what helped—or hindered—your progress.

This is never about judgment or criticism. Rather, it provides opportunities to celebrate successes, deepen self-awareness, and identify obstacles that may need attention. In coaching, we sometimes playfully refer to these obstacles as "gremlins."

5. Creating Action and Accountability

Approximately ten minutes before the end of our session, we will identify the next steps you wish to take in support of your goals.

These commitments are intended to be practical, realistic, and meaningful. They help transform insight into action and create accountability between sessions.

At our next meeting, we will revisit the commitments you chose and explore what you learned from the experience.

6. Reflection and Closure

We will conclude each session by reviewing your key takeaways, insights, discoveries, and any shifts that occurred during our work together.

I also welcome your feedback regarding the coaching process so that I can continue to support you as effectively as possible.

Journaling and Notes

I strongly encourage you to keep a journal or notebook dedicated to your coaching journey.

During our sessions, you are welcome to pause the conversation whenever you would like time to record an insight, reflection, or important idea. Capturing these moments often enhances integration and follow-through between sessions.

I will also maintain coaching notes. Upon request, I can send you a photo of my notes for your personal reference.

Between-Session Support

Coaching continues between appointments through reflection, experimentation, and practice.

If you need a sounding board, encounter a challenge, or wish to share a success, you are welcome to contact me between sessions.

Brief support calls of up to 10 minutes are included as part of our coaching relationship. If additional support is needed, we can schedule an extended consultation or coaching session.

You are also welcome to email updates, questions, or reflections. If you would like a response, please indicate that in your message; otherwise, I will assume you are simply keeping me informed for our next session. I typically check email twice daily during regular business hours.

Feedback and Concerns

Open and honest communication is one of the foundations of effective coaching.

If I ever say, do, or fail to do something that does not feel helpful or aligned with your needs, I encourage you to bring it to my attention as soon as possible. Your feedback helps strengthen our coaching relationship and ensures that our work remains responsive to your goals.

Likewise, if I observe something that may be limiting your progress or affecting our coaching partnership, I will address it with honesty, compassion, and respect.

My commitment is to create a coaching environment in which you feel heard, understood, challenged, supported, and respected.

Contact Information

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Acknowledgment

I have read and understand this Welcome to Coaching document and have had the opportunity to ask questions regarding the coaching process.

Client Signature: _____

Date: _____

Coach Signature: _____

Date: _____