

WHAT TO INCLUDE IN YOUR Coaching Client Welcome Packet

1 WELCOME MESSAGE

WARMLY WELCOME YOUR NEW COACHING CLIENT AND REASSURE THEM THEY'VE MADE THE RIGHT CHOICE IN JOINING YOUR COACHING PROGRAM

2 PROGRAM OVERVIEW

SUMMARIZE THE COACHING PROGRAM THEY PAID FOR SO IT'S CLEAR WHAT'S INCLUDED (AND NOT INCLUDED)

3 COMMUNICATION

SET BOUNDARIES AND EXPLAIN HOW AND WHEN YOU'LL COMMUNICATE

4 PROCESS OVERVIEW

OUTLINE YOUR PROCESS SO YOUR COACHING CLIENT KNOWS WHAT TO EXPECT + IMPORTANT DATES TO NOTE

5 GUIDELINES

SHARE GUIDELINES AND COACHING CLIENT BEST PRACTICES SO THEY CAN MAXIMIZE YOUR TIME WORKING TOGETHER

6 TOOLS & RESOURCES

LIST THE TOOLS YOUR COACHING CLIENT NEEDS TO BE FAMILIAR WITH + LINKS TO TUTORIALS IF NECESSARY

7 FAQs

LIST FREQUENTLY ASKED COACHING CLIENT QUESTIONS & YOUR ANSWERS

8 THE NEXT STEP

CLEARLY STATE WHAT YOUR COACHING CLIENT'S NEXT STEP IS RIGHT AFTER READING THE WELCOME PACKET



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Marilyn Vancil



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