

Today's Date

Sample Proposal For:
The Greatest Client Ever

This initial proposal serves as a basis for further discussion regarding the type of coaching service, scope and fees; nothing is final until a written confirmation and agreement has been signed. Information shared below is based on our earlier discussions in person/on the phone.

Service Proposed:	Coaching
Location:	In Person or via phone
Tentative Start Date:	TBD
Duration:	60 - 90 minutes per session, 6-12 sessions
Purpose:	This is a coaching arrangement between Lindley Craig of All in the Mind & The Greatest Client Ever. The areas of focus will be...
Budget:	\$1800/6 weekday sessions

RECOMMENDED COACHING PROCESS

Phase 1: In our first discussion I will specify where you are currently in relationship to the your overall desired outcome, as well as detail your outcome. I will need to ask a series of questions that may seem unrelated to the overall desired outcome yet are crucial to the process. Also, during this 1st session we will share expectations – me of you, you of me, ground rules and codes of conduct.

Phase 2: Coaching sessions will continue as per agreed timing – usually this is 60 -90 minute sessions. For the 1st six sessions (for 12 session package) the focus will be on the current obstacle you wish to overcome and establish an action plan & resources for the desired outcome to manifest.

Phase 3: Coaching for the 2nd block of six sessions (for 12 session package) will focus on establishing new habits, systems and beliefs that support the desired outcome.

Phase 4: A final coaching session will conclude the coaching process. If further monthly or bi-weekly sessions are required, this can be agreed upon at that time. During the final session I will conduct a wrap up, share a review of the progress you have made and new habits/ practices that are in place. We will celebrate your success and outline “what’s next” for you. Occasionally I will drop you an email to see how you are doing and share a newsletter and/or any relevant information that might be of interest to you – this is optional.

Building a Better YOU!

MY APPROACH TO THE COACHING PROCESS

- Keep it simple and focused with a clear picture of the desired outcome
- Conduct face-to-face sessions whenever possible and phone/Skype sessions for the remainder. Video Skype calls are preferred
- A holistic approach that involves making sure you are getting enough sleep, exercising regularly and there are not any significant external stresses that may hinder the coaching process
- My policy for clients is simple: you need to pay me in advance and you must want to EXCEL. This is **your** coaching experience and therefore I expect that you will take responsibility for your results. *NLP is not magic fairy dust.* It cannot work unless you have the willingness to change. The effort you put towards reaching your goal is crucial
- At any time you can cancel or amend your coaching appointments. I do ask that you give me at least 48 hours notice of cancellation or change of appointment times. Cancellation/changes received with less than 48 hours notice will be chargeable
- If you decide that you are happy to proceed on your own while there are still outstanding appointments paid for, I will be gladly refund any money to you minus fees (PayPal fees if paying by credit card).

FEE STRUCTURE

Payment is required in advance for a block of 6 sessions, 60 – 90 minutes each.

Based on the recommended coaching process & the timeline for completion the total fees will be:

1 weekday session per week in person X 6 weeks	\$1800
	Total S\$1800

For weekend sessions, please add \$50 per session. For sessions beginning before 9AM and after 6PM, please add \$50 per session. For individual sessions not paid for in blocks, the cost per session will be S\$500

Total cost includes

- Coaching session preparation time and follow-up (averages 3 hours of time per coaching session)
- Use and cost of all non-licensed assessment tools
- Unlimited phone/email communication as needed

Fees exclude

- Bank wire fees and or postage for payments
- Cost of phone calls if not able to meet face to face or via Skype
- Airfares, transportation and hotel expense if asked to meet face to face outside of Singapore

WHAT'S NEXT

1. Fees are due 2 working days prior to the start of the coaching sessions. You can pay online at <http://www.allinthemind.asia/self-development> or request an invoice to pay by cheque or wire transfer.
2. All payments are made in Singapore dollars via wire transfer, cheque, credit card through PayPal, or ATM intra bank transfer where possible. If you would rather pay cash, please arrange for this at least 2 working days prior to the start of your coaching sessions.
3. Please also ensure that you have at least the first two appointments booked with your preferred date & time. I only accept 6 coaching clients and appointments are made on a first come basis.

A LITTLE INFORMATION ABOUT OUR STRICT CANCELLATION POLICY

There are times when our minds are a little trickier than we think. Sometimes when we are challenged to think & behave in new ways, our old patterns step in to find excuses of how to avoid changing thus allowing the old ways of being to continue.

You may find yourself “accidentally” double booking yourself on your coaching appointment day. Something absolutely “urgent” will come up that just so happens to coincide with your appointment time. You will arrive late repeatedly because of circumstances ‘beyond your control’.

Here are some things to check before changing or canceling your appointment:

- Are you asking yourself “what if...” followed by some impossible to manage situation? For example, “what if I can never fix this?” If you are creating a negative future event by looking through some “crystal ball” your unconscious will stay locked in the old program.
- Are you asking, “why did this happen to me?” This is the process of finding meaning to change a traumatic event that has occurred in the past. People that are stuck in this way of thinking will not find new meanings only the comfort of reliving the trauma over & over.
- Are you “not sure” if something is working or do you catch yourself saying, “maybe I feel a little upset about that”? This could be because you are trying to avoid false hope or making a mistake.
- Are you constantly searching for evidence that your problem still exists? If you find yourself focusing on the 20% that hasn't changed instead of the 80% that has, then you are sorting for the negative and will most likely continue to do so even up to the last 1%.
- Have you looked up your “condition” on the internet and found a nice label for it? If you believe that your situation is permanent, there is very little coaching can do to help.
- Are you asking “will this work for me?” means that you believe that the coaching process will involve some sort of magical solution, potion or waving of a wand that will cause you to change. In coaching, you will be responsible for your problem as well as your solution. Your coach is the guide to help you stay on track.

If you are experiencing any of these issues, please keep with your coaching session and let me know so we can address it.

I agree to the above terms & conditions: _____

All in the Mind
All in the Mind
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