

## Session Preparation

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Coaching is an active process and unless you remain engaged in the it is unlikely you will gain the benefit you want. There are two components to coaching — awareness and responsibility. I will help you develop both.

Awareness is the ability to know and understand yourself. Without this you will not be able to decide what needs to change or what will make a difference in your life and career.

The second component of coaching is responsibility. It is a reminder that while am here to help, you must make the effort to change. This involves not only acknowledging your role in the issues that brought you to coaching but also your responsibility to make the effort to learn and change.

Awareness without responsibility is really whining and no one likes a whiner. So when you begin coaching make up your mind to make the effort, not only to know yourself better but to change when you detect areas where change is needed.

Your session usually lasts around 50 minutes but is sometimes slightly longer, or shorter, depending on where we are in the coaching process. The coaching style I use is often a brief, solution focused style and we will work toward your chosen goal during each session. If you are talking to me about a single issue you may only need a handful of sessions. If you are seeing me to talk about a specific style of behavior, such as anger, procrastination or communication issues, then we will need more sessions. In these situations, I usually talk to you weekly for 10 to 12 weeks and then monthly for as long as seems useful. For some people this means a year, or more, of coaching on a monthly basis with additional sessions when a particular issue of concern "crops up".

I coach by telephone or in person. If we talk by telephone, I will send you a number to call within 24 hours of your session. Make a note of the number and remember it may change for the next session. It is your responsibility to call the number when your session begins. Do not call early because I will be in session with my previous client and cannot answer the call. If we are talking by telephone I will provide you with a separate sheet that explains how best to have a good coaching session by phone. Take the telephone sessions seriously. Many people find these sessions especially valuable because they can take notes and focus more easily.

If I am seeing you in person we will meet at my farm in Cedar Grove, New Mexico or in my uptown office in Albuquerque, New Mexico. It is important that you arrive on time for your visit. Do not come early because I do not have a waiting room and the door to my office will remain locked so that my previous client is not disturbed.

Some clients like to get together for live, marathon coaching sessions. This is especially valuable for couples in marital coaching or individuals who want a more rapid approach in person. Marathon coaching is

either at your location or at my office. We will usually talk for about five hours per day for between one and three days. If you are interested in marathon coaching sessions let me know and I can give you a quote for the estimated cost.

Whether your visit is by telephone, or in person, it is useful if you can come prepared to work on a specific issue that concerns you. You need to take responsibility for the direction of your coaching. I am coaching YOU not a problem and so spending time preparing for our session is your responsibility.

If you are paying for your sessions yourself, I will charge your credit card at the end of each session. I prefer you pay with a credit card not a check or cash. If for some reason you do not want to pay with a credit card let me know so arrangements can be made. If your bill is being paid by a sponsor or other agency, such as an employer, group, or other organization, this needs to be arranged in advance. In these cases, I will invoice the sponsor on a monthly basis. Coaching services are billed from my office in Santa Fe County, NM and there is mandatory sales tax (GRT) applied to each service. This is required by law.

You will receive a reminder email about your sessions. Keep your eyes open for the email and confirm by hitting return. If you do not cancel your visit more than 24 hours before the scheduled time you or your sponsor will be billed the full amount.

Sometimes you may be assigned homework. Often this involves exercises to increase your awareness about an issue. Do not leave these activities until the last minute. They are meant to provide the opportunity to reflect about a specific issue. Busy physicians rarely spend much time in reflection, so take this opportunity to do the exercises and I am confident you will gain from the experience. You can bring the exercises with you for your next visit or better yet scan and email them to me in advance so I can review them. This will give us more time to talk during your session.

Again, thanks for choosing Coaching for Physicians for your physician coaching. If you have any questions email me at [coaching4physicians@icloud.com](mailto:coaching4physicians@icloud.com)