



COACHING IN-TAKE PACK

One hour coaching sessions aimed at swiftly helping you deal with immediate issues. This form is thought provoking and will help you start to re-evaluate yourself.

PERSONAL DETAILS

(NB: These will not be shared with anyone else)

Name:

Address:

Postcode:

email address::

Tel:

Mobile:

HOW TO BOOK: Fill out this form as much as you can and post it to the address below together with payment or contact me on how to pay by BACS or PayPal. Your form will be treated with confidentiality and will form part of your appointment.

Address: Halapeno High, High Street, south Cerney, GL7 5UG

Tel: 07964 290933 email: info@positiveclarity.co.uk www.positiveclarity.co.uk

PRIME FOCUS

Identify the areas that you want held as your main focus for your coaching.

For each focus area:

- ✓ Provide a simple heading
- ✓ A description of what it might look like when you have got to where you want
- ✓ How you would like to arrive at your goal

It is highly likely that you might find this difficult at the start of your coaching. After all, you might be thinking, if I knew all this then I wouldn't need coaching. Feel free to write down what you can – no matter how vague it might be or how uncertain you feel. There are no wrong or right answers.

Focus Area 1:
Focus Area 2:
Focus Area 3:

YOUR VALUES

Our values help us make choices about what we commit to in our lives. If you commit time and energy to something that violates or neglects one of your core values, you will start to feel resentful, or frustrated, or perhaps just a persistent niggling that something is not right. If you are not honouring your values when you make choices about activities and relationships, you may get a sense that something is missing or wrong in your life, or leaving you feeling anxious.

Your values mean the qualities that define you, they are at the core of who you are. While it is helpful to know our core values, it is not always easy to identify them. Your list maybe useful to help maximise your session. Your values don't have to be a single word – they could be strings or words or sentences. Find the words that work for you. The following questions may help clarify your thinking about values:

- ✓ What is important to you?

- ✓ What do you care about?

- ✓ What do you want in your life?

- ✓ What do you love doing?

- ✓ Are there any particular individuals you admire? Who are they and what is it about them you admire?

- ✓ When has life been at its most rich, full, exhilarating, flowing? What was important about that experience?

- ✓ What is it that you could not live without and still be true to yourself?



COACHING TERMS & CONDITIONS

Payment Terms

The charge for sessions is £70. NB: These are normally up to two hours. Any time over this is charged at an extra £20.

Full payment is required either cash on the day or fees can be paid by debit or credit card using PayPal payment systems or by BACS, but must be paid in advance of booking.

Appointments

Clients are required to arrive on time for their appointment. The main focus is on the client's current situation and aimed solely on working towards a positive outcome.

There is no set number of sessions required, normally clients required between 4 – 8 sessions, but at anytime the client is free to opt out of booking continued sessions. Completion happens naturally and is most often mutual.

Cancellations

If a client wishes to cancel or re-arrange an appointment please give as much notice as possible, cancellations or no shows on the day are chargeable. If an appointment is cancelled by Positive Clarity due to any unforeseen circumstances then an alternative appointment will be offered at an agreeable time, or a refund in full will be paid.

Cancellations on the day of appointment or no shows are chargeable.

Referrals

I welcome any referrals, and when a referred client has had their first paid appointment, as a gesture of my appreciation, a £10 discount voucher which can be redeemed off either a coaching or cooking session.

Testimonials

These are very much welcome as they can give comfort to other people who have just begun their journey forward. Unless agreed Positive Clarity will not divulge client's name, to protect their privacy. Positive Clarity would use these in advertising campaigns or on the web site, but this will only happen with the client's permission.

Confidentiality

Positive Clarity will treat ALL information discussed at any coaching or cooking session as strictly private and confidential. No names or addresses will be shared with any other party. This Excludes Police or a Legal body only under exceptional circumstances.

Guidance

Coaching sessions are to aid you find to your way forward and for guidance only, therefore Positive Clarity cannot accept responsibility for consequences or decisions that the client may make.

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TESTIMONIALS

These are some of the testimonials that I have received, I hope that they give hope and inspiration to you, that it is possible to live life how you want to live.

"Dulcie's gentle and insightful coaching has a way of getting to the heart of the problem"

When I first heard of Dulcie my life was in pieces and I was in great emotional pain. I was walking the walk, putting one foot in front of the other, had loads of support from friends and a regular meeting of like-minded women, but it was still too hard for me to look into the future and make any plans. Plus I was besieged by anger and upset that was at times uncontrollable and certainly stopped me functioning properly. One session with Dulcie and the anger was under control and with the next session I could start looking at my life and where it might go. A few sessions later and I could look into the future and make all sorts of exiting plans. It's hard to remember what a state I was in when we first talked.

"I always finish our sessions smiling, feeling happy and positive with some great ideas to work on!"

It's not like life has been kind in those few weeks. All sorts of huge and unexpected new problems and issues have reared their heads, but I have new tools to deal with them.

Dulcie's gentle and insightful coaching has a way of getting to the heart of the problem in a pain free and easy way. I always finish our sessions smiling, feeling happy and positive with some great ideas to work on.

Mrs S

"Dulcie very gently encouraged me..."

When I first met Dulcie I had no idea I was in so much of a pickle or why! I felt very anxious & was close to tears all the time. Dulcie very gently encouraged me to dig into 'stuff' that I thought I'd already dealt with years ago & to understand how my 'negative thinking' was limiting my own beliefs. She has a very 'organic' approach & although some of the exercises were quite challenging & didn't make sense at the time, over the days that followed I found myself understanding more & more of what was going on.

"I'm delighted that Dulcie was there to support me!"

I'm not ashamed to admit that I really needed her help. We all go through low patches & I've always believed it takes a stronger person to ask for help. I'm delighted that Dulcie was there to support me & can honestly say I have turned a huge corner & now feel happier than I have done in a long time. Thank you Dulcie

Mrs E

"Dulcie you have shown me so many ways of helping me build my life again!"

Thank you so much for the time we spent today, I am amazed in how you help me and can find the deeper me. I arrived in a hurry and hurtled into your lovely welcome. You have opened my eyes and ears, I have learnt so many ways to realize what and who I am and how to deal with problems and people, pure magic! Dulcie you have shown me so many a ways of helping me build my life again. Your patience and understanding has given my life a purpose.

Mrs. E

Values Table

Using the table list the values that are important to you

Integrity	Freedom	Relationship
Honesty	Exploration	Team
Authenticity	Creativity	Community
Accountability	Fun	Belonging
Do what you say	Artistic	Depth
Directness	Spontaneity	Being Known
Sincerity	Flexibility	Intimacy
Strength	Knowledge	Commitment
Character	Identity	Friendship
Follow through	The Search	Communication
Sacrifice	Meaning	Gentleness
Legacy	Influence	Compassion
Family	Truth	Caring
Marriage	Passion	Emotion
Duty	Seeing the world	Spiritual Life
Honor	Adventure	Health
Heritage	Diversity	Devotion
Responsibility	Travel	Passionate Pursuit
Harmony	Change	Worship
Security	Movement	Generosity
Stability	New Challenge	Service
Peace	Opportunity	Reflection
Home	Enthusiasm	Reaching Out
Thoughtfulness	Starting Things	Evangelism
Practicality	Entrepreneurial	Changing the World
Nurture	Motivation	Hospitality
Beauty	Progress	Concern
Romance	Inspiration	Integration
Genuiness	Renewal	Making a difference
Financial Independence	Healing	Volunteering
Stewardship	Efficiency	Mastery
Overflow	Accomplishment	Competence
Sharing	Focus	Precision
Benevolence	Purpose	Excellence
Life-long learning	Achievement	Doing it well
Investment	Building	Planning
Recognition	Leadership	Principles
Community Involvement	The outdoors	Rationality
Career Advancement	Success	Nature
Being Knowledgeable	Frugality	Love

ABILITIES/QUALITIES/STRENGTHS LIST

Able to choose	Ethical	Playful
Accountable	Excited	Polite
Acknowledges	Expressive	Powerful
Adapts well	Facilitates	Practical
Alert	Faithful	Presents self well
Anticipates wants and needs	Firm	Proactive
Appropriate	Flexible	Problem-solver
Asks for what he needs	Generative	Productive
Assertive	Generous	Punctual
Astute	Happy	Re-creates
Attentive to details	Healthy	Refines
Authentic	Honest	Reliable
Aware	Honourable	Resourceful
Begins things	Independent	Responsible
Boundaries clear	Initiates	Satisfied
Builder	Innovative	Seasoned
Calm	Inquiring	Self-confident
Candid	Inspiring to others	Self-generating
Capable	Integrates	Self-reliant
Certain	Intelligent	Sense of humour
Clear	Intentional	Sensual
Committed	Interested	Serves
Communicates effectively	Intimate	Sincere
Compassionate	Joyful	Skilful
Conscious	Knowledgeable	Spiritual
Consistent	Leader	Spontaneous
Contributes	Learns naturally	Stable
Cooperates	Listens	Starter
Courageous	Loyal	Steps over nothing
Creative	Magical	Strong
Curious	Manager	Supportive
Diplomatic	Manages time	Surprising
Disciplined	Network-builder	Tactful
Dynamic	Open-minded	Talented
Easy-going	Optimistic	Tidy
Effective	Orderly	Timely
Emotionally stable	Organized	Trainable
Empathetic	Patient	Trusting
Empowers	Peaceful	Truthful
Energetic	Perfectionist	Validates
Engaging	Planner	Versatile
Enthusiastic	Persistent	Visionary

ABOUT YOUR SITUATION

How long have you had it?

What makes it worse?

What makes it better?

What else have you tried?

What specifically do you want?

How will you know when you have it?

What has stopped you from changing to date?

What will be different when changes have occurred?

What will be different in your life as a result of having these changes?

PERSONAL EVALUATION

List 3 – 10 words that describe how you see yourself:

Give a SCORE out of 10 for how SATISFIED you are with your life Overall?

Give a SCORE out of 10 for how much FUN you are having in life?

Give a SCORE out of 10 for how HAPPY you are in your current CAREER?

Tick which applies to you

- For More Meaning/Purpose in Life
- For More Fulfillment/Happiness in Life
- For More Ease/Simplicity or Balance in Life
- For More Freedom and/or Inner Peace in Life
- To Change or Move Forwards in my Career
- To Achieve my Goals Faster/More Easily
- To Learn to Trust Myself More/Be My Authentic Self
- Other (*If there was something you haven't mentioned yet, what would it be?*)

I am ready to take ACTION and make changes in my environment, habits and life

Maybe / Yes / No (*please circle*)

Personal Profile

Marital status:

Age:

DOB:

Occupation:

Describe your symptoms/issues/situation:

Medication:

Sleep pattern:

Effects on lifestyle: