



**TINIKA B LOVE, LLC**

*I Love you because I Live to*

## Guidelines for “A Better You” Coaching program.

### Welcome!

I have positive expectations for a coaching relationship with you that will help you to create the life YOU want to live. To partner together professionally, will be both beneficial and mutual. I want you to be familiar with the following guidelines so that this partnership can flourish:

### **Terms of Coaching:**

I invite you to think of Coaching as a process. Many people create change for themselves in a short time. However, to refine and sustain the change takes several months. Although not binding, I would ask that you expect our Coaching relationship to last at least 3 months with a minimum of two coaching calls per month.

### **Fees:**

My Coaching fee is payable to Tinika B Love, LLC. All fees are paid prior to your session unless there is an approved payment arrangement. There is no commitment beyond month to month, but please give me a few weeks' notice if you think you will be ending our coaching together. There is a \$25 late payment fee for payments made after 10 days from your due date.

### **Procedure:**

You will call in at the specified time, unless we make other arrangements. If you wish to connect with me in between sessions with a challenge, a success or an inquiry, I will make every attempt to respond to your e-mail within 24 to 48 hours, with an email or short phone call at your discretion. I'm happy to provide this extra level of service at no additional charge.

### **Changes:**

If you need to reschedule our appointment, please give me 24 hours notice. If you have an emergency or illness, you can reschedule with less than 24 hours notice. If you do not show up for a scheduled call, for any reason, and provide no notice (latest notice can be five minutes past scheduled session start time), we will not make up that time nor will you be refunded. If I need to reschedule, I will give you at least 24 hours notice as well, barring an emergency or illness.

**Between Calls:**

Email me any time at [Tinika@tinikablove.com](mailto:Tinika@tinikablove.com) to reach me with ideas, problems, questions, etc, or to have a quick power call.

**Problems:**

If I ever say or do anything that upsets or concerns you or doesn't feel right, please bring it to my attention so that we can resolve it as soon as possible. My objective is to have a coaching relationship that is fully open, honest, real and trusting in our communication styles. We should both realize that communication via telephone or email entails extra challenges since we can not see body language, facial expressions, etc. Therefore, we give each other plenty of latitude, and promptly ask for clarification if there is a disconnect.

*Yours Truly,*

*Tinika*