

1. Application



Who?

What?

When?

Where?

Why?

2. Goal Setting



Specific

Measurable

Achievable

Realistic

Timely

3. Working Agreement & NDA



Compatibility
- do we work
the same
way?

Do we both
have the
capacity to
meet the
goals?

What is
expected of
each other?

4. Administrative Agreement & Payment



Mutual
Commitment

Timeframe

Deliverables

Cancellation
and refund
policy

Terms and
conditions

5. Coaching Program



Start date

First meeting:
one hour

Regular
meetings

Email
exchange

Whatsapp/
phone
support

6. Review



What has
been
achieved?

Did outcome
meet goals?

Did process
meet
expectations?

What
worked/
didn't work?

Next steps...