

## **Introductory information**

**Welcome to Harmony4Life Therapy!** I am looking forward to working with you.

Below is some information on the Self Assessment Package and working together. Please take the time to read all of this and let me know if you have any questions.

### **Self Assessment Package**

If you complete any of this please return via email 48 hours before the session. This is just so that I can use it to prepare for our session.

If you can't get this done in time for the first session don't worry it will be useful at a later date anyway. All information will of course be treated as strictly confidential.

### **For Webcam sessions**

I usually use 'Google Meet' and will send you a meeting link which we will use for every session. In the event of any technical issues I will call you on your main contact number and we will continue the session on the telephone.

### **Webcam and telephone sessions and feedback**

Please be ready at our agreed appointment time. Aim to set up 10 minutes before if possible, to give yourself a bit of a time to settle down and ensure you have pen and paper ready etc.

During and between sessions please share with me your stories, feel good moments, disappointments and anything else you feel is relevant. Please use email to do so and if it's urgent message to let me know you've done so.

I would also love to know any thoughts on your coaching experience. I want to know about what works and anything that could be improved or simply isn't for you.

I want to set a coaching pace and homework that is effective for you. If at any time you are not comfortable with anything please let me know immediately so that I can change things to suit you.

## **Session preparation**

Our sessions are designed to get you from where you are today to where you want to be. To get the most out of our time please try to think about what you want to focus on in each session, e.g. steps to regain confidence, what to do in high stress situations.

If possible please drop me an email answering the following question in relation to what you want to work on in the first session. Don't worry if it's too difficult to pin this down; we can define this when we meet if that's better for you.

*What will be the first signs for you (and others) that things are moving in the right direction?*

Some people prefer to write about what they want to get out of the session in a different way than the above question allows. The following is a good alternative and you can use this to prepare for future sessions too:

*What do you want to get out of the session?*

## **Payment methods**

Payment

In person sessions are 90 minutes (£90); please pay for these in cash on the day.

For the following sessions please pay via online banking in advance of your session using the details below.

Video call coaching sessions are 60 minutes (£65).

Telephone call coaching sessions are 60 minutes (£60).

Walk Talk therapy sessions are 60 minutes (£60).

## **Important:**

Please send a 'confirmation of payment' message as soon as you've made an online payment. You can send this by email, WhatsApp or Messenger as a picture. Please send it at least **48 hours in**

**advance** of the session along with any session preparation you've done. This is important so that I have time to prepare for your session.

Online payment details:

Bank: Santander

Account: Miss Claire Margaret Paul

Account No: 8862 9683

Sort code: 09-01-34

### **What you need**

You may benefit from having a specific notebook or at least a folder to keep all your notes together. As you go along please try to make a note of all tools that work for you on a separate page; hopefully you will find these useful for years to come.

### **Final note**

Please give 48 hours notice, if you wish to postpone any session, by texting, messaging by WhatsApp or calling (as I am not always able to pick up e-mails), otherwise you may be charged the full cost of a session.

### **Summary**

Please note it would be much appreciated if these are done **48 hours in advance** where appropriate:

1. Complete the Self Assessment Questionnaire if you feel any of this is relevant to you
2. Send your session preparation based on the question/s in blue above, along with payment confirmation
3. Send a text, WhatsApp message or call if you need to cancel or postpone a session

*Thanks for taking the time to read this. I look forward to working with you soon.*

*Best wishes,*

*Claire*