



I am honored to walk forward as your coach, working with you to create a sober life, to begin your journey toward a more peaceful, healthy, and self-caring existence. Thank you for entrusting me as your guide during this portion of recovery.

Please read the entirety of this document and “sign” the last page. Before our first session, email this, and all the other intake packet documents to: [info@dedearmstrong.com](mailto:info@dedearmstrong.com).

### **The Co-Creative Relationship**

The relationship between a coach and a client is Co-Creative. We are equals. Together we will leverage your power and intelligence to effect meaningful change and take dynamic actions towards your goals.

As a person in long term recovery from addiction and co-dependence, and as a person trained in addiction counseling and social work I have a deep and varied toolbox. I have walked around to the other side of the desk and join you to find the solutions, tools, practices that will get you to where you want to be! If something doesn't resonate with you, let me know. I will sometimes “put on my psycho-education hat” to shorten your learning curves and share what I know to be effective strategies for recovery.



### Your Role

- Before each session, determine what you'd like to take away from our time together. This is called the "Client Agenda". Provide me with whatever I need to know about your vision and history to serve you well.
- Protect your investment by showing up to every session on time, centered and ready to engage.
- Bring an open mind. Try new approaches. Experiment.
- Please do your best not to put me on a pedestal. Own your own power by making decisions that are best for you.
- Give me feedback in the moment about your experience while taking responsibility for your own success.

### My Role

- I will listen closely to you, respond to what I hear and ask questions. It is the small moments that bring about big shifts. If I'm not on target, just tell me. I'm not attached to being right.
- At the end of the session, we will set an action plan for you. I may encourage you to deepen the work done in the sessions or challenge your action plan. For most clients, I offer homework options for deeper reflection based on the work during the session. You are always free to negotiate, accept or decline.



### **Fees**

- My hourly rate is \$100. You can pay per session or in a package.
- Please pay your invoice with PayPal before our next session. You will receive a receipt by email at the time of each charge. Once you have received the receipt we will schedule the paid for sessions. Please make certain funds are available.
- \$600- 7 Hour coaching package (\$100 savings)
- \$40- written comment on your weekly journal.
- You will receive a session refund if you buy a package and decide not to use some of the sessions.

### **Session Procedures**

- Please call me at the scheduled time for sessions at 612-619-7595.
- If you call in and get my voice mail, please call back after one full minute.
- Please don't leave a message and wait for me to call you back.
- If you do not call in within 15 minutes of your scheduled session time the session will be lost.

### **Schedule Changes/Vacation/Business Trips**

- I require a minimum of 24 hours' notice to reschedule a call. If you must miss a call, let me know as soon as you are able.

Please sign the Professional Agreement on the next page.



### **Our Professional Service Agreement**

I understand that Dede Armstrong is acting as a recovery coach, not a therapist and that I am responsible for all my decisions, actions and feelings.

I agree to pay my fees on time.

I have read the terms and agreement. I understand my role and my coach's role in our professional relationship. I will ask questions and clarify anything I don't understand. I am committed to doing everything I need to do to get 100% from this professional service and reach my goals.

*Please put your initials next to each statement you agree to below:*

I give Dede Armstrong permission to record my sessions for her own coaching purposes. If she records a session she will notify me. I understand that she may only share these recordings for credentialing purposes. Otherwise, they will always be kept safe and held confidential.

Please sign below by typing in your name and the date. Email this document back to me at [info@dedearmstrong.com](mailto:info@dedearmstrong.com)

Your Name

Date