

Email Coaching Fact Sheet

<p>What is coaching?</p>	<p>Coaching is an opportunity to step away from your day-to-day circumstances or experience to explore ways to become more fulfilled and more effective.</p>
<p>What is the focus of coaching?</p>	<p>The focus of your coaching is you and whatever it is that you want to accomplish. You create the agenda we will follow. You complete the inquiries and assignments that we agree upon. This is a time to be “self-full” and to focus solely on what you need and feel. Don’t worry about pleasing me as your coach or about asking me about myself.</p> <p>Additionally, know that coaches do not make promises about outcomes – what you get out of your coaching is directly aligned with what you put into it. Generally, coaches do not give advice, but where you want it, I am willing to share from my experience. Even if we have no shared experience, it shouldn’t matter as, ultimately, you have your own best answers. My role is to help you clear away the clutter so that you can access those answers.</p>
<p>Who is a good candidate for email coaching?</p>	<p>Email coaching is very similar to “live” coaching, except we use email to communicate. This allows you to do coaching as needed, on your schedule, and indifferent sized doses each time.</p> <p>It is great for people who sort out their feelings or needs in writing, or just for people who are comfortable emailing. Email coaching clients need to be a little more self-directed than “live” coaching clients, as it is up to them to reach out when they need support, and as it is up to them to respond in a timely manner to emails from their coach.</p>
<p>How does email coaching work?</p>	<p>Every coaching relationship is different and we get to make it up as we go. However, there are a few logistics about coaching via email with me that I’d like us to agree on, including:</p> <ul style="list-style-type: none"> ● We will enter into a three-month relationship (that can be renewed, as needed/desired). ● During the three-month period, you can email me as often as you like. ● I will always respond within 2 workdays, except where I can’t, and in those cases, I will try to give you advance notice. ● At the end of three months, you can determine what you wish to pay for the coaching between \$75-300. ● If you have a coaching need that requires a “live” conversation, that will be billed separately at my usual face-to-face coaching rate of \$90/hour. ● One hold – of any length - can be placed on coaching during the three-month period. If more than one month of coaching has occurred prior to the hold, I would appreciate if you would pay a portion of what you intend to pay at the end of the coaching on a pro-rated basis at the start of the hold period.

<p>What agreements do we need to keep in place during coaching?</p>	<ul style="list-style-type: none">● As your coach, I will maintain strict confidentiality. I will not be telling anyone you are my client and I will not reveal the content of our coaching sessions to anyone. You are free to share whatever you choose from our sessions with anyone. For live coaching, I do request permission to report your name and contact information to the International Coaching Federation for on-going coach certification purposes (email coaching does not count towards ICF certification credentialing).● It's your coaching. This means:<ul style="list-style-type: none">○ You set the agenda.○ The work is yours to do.○ Give me feedback if you're not getting what you need from me.● At all times, you need only respond to those questions that resonate with you or that you feel could be valuable for you to think about. And there is no need for full sentences, proofreading, etc.
<p>What is Sophie's background as a coach?</p>	<p>Sophie Oberstein is certified as a Professional Co-Active Coach (CPCC) by the Co-Active Training Institute (CTI) and is a member of the International Coach Federation (ICF). She's been coaching business and personal clients for about ten years. She is the author of <i>10 Steps to Successful Coaching</i> from ATD Press, whose second edition is begin released in April 2020. In addition to being a coach and author, she is an adjunct professor and learning and organizational development professional.</p> <p>She can be reached at soberstein@gmail.com, or through her website – sophieoberstein.com.</p>