

COACHING INTAKE INFORMATION

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Welcome

Please Keep pages 1-4 for your information and fill out pages **5 and 6 and 7**
Mail/Scan/Fax or provide them to your Coach prior to your first session

If you have questions, please ask! Thank you!

Education and Training

Vali Hawkins Mitchell, PhD, LMHC, REAT, CEAP. I am an Expressive Arts Therapist, Published Author, Artist, Coach, Counselor and Corporate Consultant. I received my Masters degree in Counseling Psychology from Eastern Washington University, Cheney, Washington, and my PhD in Health Education from Walden University. I received my Masters degree in Expressive Arts Therapy from International University of Professional Services while in Honolulu, Hawaii, and my coaching training from Intrinsic Coach (CIC). I am a Registered Expressive Art Therapist, a Member of the International Expressive Art Therapist Association, a Certified MARI® Practitioner, and a Washington and Hawaii State Licensed Mental Health Counselor, and a Certified Employee Assistance Professional. I am also a Certified Traumatologist through the Warren Institute in New York New York. Over the last twenty years, I have provided coaching, counseling, training, and consulting services to a wide scope of individuals, groups and corporations in the United States and Canada. I am dedicated to my own authenticity, awareness, consciousness development, health, healing, and exploration into the mysteries of life. Every day is a gift: as challenge, lesson, or miracle, I am devoted to paying attention to all of it. For more information you may ask me directly, and also go to my website at www.improvizion.com.

Philosophy of Practice

Change is what life is all about. In coaching, change is usually the outcome of a positive working relationship. The catch is, that change is not the responsibility of the coach. You must want personal growth and development in order for the work to have effect. The coach does not do your homework for you...the coach is not the Library...the coach is the Librarian who can help direct you toward your own search for meaning. The focus of coaching work is to help people address life issues through conversation, research, brainstorming, idea sharing, research, and use of the creative arts. By exploring your own internal resources, past-present-future,

dreams, art, creativity, education, encouragement, support, laughter, tears, patience, strong coaching observations and nudges, clear guidance, and shared accountability, successful clients work to find the best in their own lives. The goal of coaching is to move forward toward personal goals of authenticity and personal growth, accountability and creative joy. Coaching, at its best, should lead clients to their own journey so they can arrive at the destination of their own custom-designed dreams. Coaching should help identify repeating patterns of behavior and ineffective beliefs that may have taken your life journey in a direction that does not serve you. Helping clients identify such misinterpretations can lead to new beliefs, patterns of behavior, choices, and personal empowerment. You design the journey and coaching should help you find the best route. .

Appointments

The sessions are generally 60 minutes in length. You may request shorter sessions at a pro-rated fee. An agreed upon hour of time will be reserved for your use on a regular basis. This is important to preserve the consistency of our work together and provides the best opportunity for growth. If you arrive late, the session cannot be extended. I ask that you let me know at least 24 hrs. before a scheduled appointment is cancelled to avoid losing your reserved time. If I do not receive 24-hour notice, you will be charged for the session. If missing or canceling appointments becomes a pattern you will be given the option to pay to hold that reserved time (whether or not you come) or to forfeit that time slot. You will not be charged for a rescheduled appointment in the same week. I will provide you with advanced notice of my expected times away from the office and there will be no charge if I cancel our appointment without 24 hours notice. Upon mutual agreement sessions may be scheduled in office, at public locations, on the phone, or by video teleconference. Email sessions are generally considered by means of a number of email exchanges (between 2-6) and are not protected by confidentiality or encryption. Keep in mind that although confidentiality and privacy are valued in coaching meetings are not guaranteed the same protection as traditional counseling, and cellphones and public meetings cannot be 100% controlled for privacy or confidentiality.

Fees and Payment

The fee for each session is due prior to each session.

For private pay, your canceled check will be your receipt. You are responsible for your account. If a check is returned from the bank, a \$35 fee will be added and no future checks will be accepted. I use Pay Pal for Credit Cards.

Confidentiality

As a coach, I am not legally bound to hold your information confidential. And if we are working in a public area, I cannot guarantee your confidentiality or privacy. I make every effort to protect your privacy and the confidentiality of the

communications with my coaching clients as close to the same standards as counseling to my best capacity. This includes that I will only discuss our work to others with your written permission, or if I am required to do so by a court order. There are some situations in which I am legally obligated to breach your confidentiality in order to protect others from harm, including: (1) if I have information that indicates that a child or elderly or disabled person is being or has been abused, I must report that to the appropriate state agency; (2) if in my opinion a client is an imminent risk to him/herself or makes threats of imminent violence against another person, I am required to take protective actions; (3) if it is revealed to me that a crime has been committed, I am not required to treat this information as confidential; and (4) if I receive a legitimate subpoena I am required to comply. These situations rarely occur in coaching practices, but if such a situation does occur, I will make every effort to discuss it with you before taking any action. As you are probably aware, it is impossible to protect the confidentiality of information that is transmitted electronically. This is particularly true of E-mail and information stored on computers connected to the internet (unless you use encryption and other forms of security protection), and if you use a cordless or cell phone, someone with a scanner could hear you talk. As a coach, I keep no record or notes about sessions. I do keep your intake information and record the date of a session only for my financial tracking.

Coaching V Psychotherapy: Comments from Dr. Vali

*ImproVizion Consulting is here to offer skills in the areas of communication, problem-solving, and behavior change. We do this through communication, education, and consulting, and a service called "Coaching," in which you come to us for help in making decisions and implementing them, in order to achieve goals that you decide for yourself.

*Although there are some similarities between Coaching and psychotherapy, I will not conduct psychotherapy with my coaching clients. These are different activities, and it is important that you understand the differences between them. Although both Coaching and psychotherapy use knowledge of human behavior, motivation, behavioral change, and interactive counseling techniques, there are major differences in the goals, focus, and level of professional responsibility.

*As your Coach, my job is to help you to take information and skills that you already have and assist you to: (1) make decisions about which changes you would like to make (including personal projects, life balance, job performance and satisfaction, or general conditions in your life, business, or profession); (2) develop a personal "action plan" in order to make those changes; (3) implement your action plan and make the behavioral changes, and (4) develop strategies to maintain the changes you have made. I will support, encourage, teach, and help you stay "on track" toward your goals.

*You, as the Client, set the agenda for your coaching, and your success will depend on your willingness to define and take risks and try new approaches. You can

expect your Coach to be honest and direct, asking straightforward questions and using challenging techniques to help you move forward. You are expected to evaluate your own progress, and if the coaching is not working as you wish, you should immediately inform your Coach so we can both take steps to correct the problem. Like any human endeavor, coaching can involve feelings of distress and frustration that accompany the process of change. Coaching does not offer any guarantee of success.

*Psychotherapy, on the other hand, is a health care service. Its primary focus is to identify, diagnose, and treat nervous and mental disorders. The goals include alleviating symptoms, understanding the underlying personality dynamics that create symptoms, changing the dysfunctional behaviors that are the result of these disorders, and developing helping patients to cope with their psychological problems. It is usually reimbursable through health insurance policies (while coaching is not, at present).

*Psychotherapy patients are often emotionally vulnerable. This vulnerability is increased by the expectation that they will discuss very intimate personal information and will expose feelings about themselves that they are understandably sensitive about. The life experiences of psychotherapy patients have often made trust difficult to achieve. These factors give psychotherapists greatly disproportionate power that creates a fiduciary responsibility to protect the safety of their clients. The coaching relationship is designed to avoid this power differential.

*Because of these differences, the roles of Coach and psychotherapist are often in potential conflict, so I believe that it is ethically inappropriate, under most circumstances, for me to play both roles with a client. If I am your Coach, I cannot be your therapist. This means that if either of us recognizes that you have a problem that would benefit from psychotherapy, I will refer or direct you to appropriate resources. In some situations, I may insist that you enter psychotherapy and that I have access to your psychotherapist, as a condition of my continuing as your Coach.

*It is also important to understand that Coaching is a professional relationship. While it may feel at times like a close personal relationship, it is not one that can extend beyond professional boundaries, either during or after our work together. Although our meetings may be in an office, your office, or at another public location, the relationship is business, and only about your coaching needs. Considerable experience shows that when boundaries blur, the hard-won benefits gained from the coaching relationship are endangered. The main issue in coaching is that the client feels that there is progress being made by the work. Unlike psychotherapy, the client...not the coach...defines the work AND the progress, with direct mentorship from the coach.

Make Checks Payable to:

ImproVizion Consulting or Vali Hawkins Mitchell
3138 Waialae Ave #723
Honolulu, HI 96816

If Using Paypal:

Go to account at oceanvali@gmail.com

Your signature below indicates that you have read and been provided access to copies of the attached information in this agreement document and agree to abide by its terms during our professional Coaching relationship and that you have been informed regarding the difference between “Coaching” and “Counseling” and have chosen a “Coaching” relationship.

Self Select Your Fee \$75.00 - 125.00 PLEASE PICK YOUR FEE and sign agreement.

I have read all the information provided and been given an opportunity to ask questions regarding this information. I understand the differences between “coaching” and “counseling and/or therapy” and am agreeing to a coaching relationship. I understand that my confidentiality is highly valued and will be honored and maintained, no notes will be created by sessions, and privacy of cellphones, emails, or meetings in public are not protected by privacy or confidentiality standards and I understand that coaching standards of practice and privacy are different than those required by the law for counseling clients. Coaching is not mental health care and does not include diagnosis or treatment for any health care condition.

I understand my rights as a coaching client and agree to pay

\$_____per coaching session.

Client Name (Print)_____ **Date**_____

(Signature)_____ **Date**_____

Coach Signature_____ **Date**_____

COACHING: CLIENT INTAKE INFORMATION

Today's Date _____

First Name _____ Middle _____ Last _____

Name You Like to go by _____

Address _____

City _____ State _____ Zip _____

Date of Birth _____

Home Phone _____ Ok to Leave Message Yes No

Work/Message Phone _____ Ok to Leave Message Yes No

Cell Phone _____ Ok to Leave Message Yes No

Email _____ Ok to Leave Message Yes No

Employer _____ Job Title _____

Military Veteran Yes No Currently Active Duty Military Yes No

Branch of Service _____ Rank _____

Student Yes No School Attending _____

Emergency Contact _____ Phone _____

Relationship to you _____

Who Else Lives in Your Home

Name	Relationship to You	Age	Sex

List Medical Conditions

Current Medications You Take

Pets

Names

IS THERE ANY OTHER INFORMATION YOU WOULD TO SHARE AT THIS TIME?
