



LTN CLIENT

WELCOME PACKET

TEMITOPE OLU

# WELCOME

*Hi There!*



## **I AM TEMITOPE AND WELCOME TO LIFE CHANGING JOURNEY**

Welcome, and congratulations! You've chosen to step into a journey of intentional growth, clarity, and transformation.

Together, we will explore your life from a renewed perspective, uncovering your strengths, rediscovering your voice, and reconnecting you to the purpose and power already within you. Our work will centre on cultivating clarity, emotional wellness, faith alignment, and the confidence required to navigate relationships and life transitions with wisdom and grace.

Throughout our sessions, you will begin to experience a deeper relationship with yourself and with others. This process may stir strong emotions, moments of deep reflection, release, laughter, and healing. Each of these moments is part of the work, and each one serves your growth.

You remain in control at every stage. You set the pace. You define the focus. Your willingness to show up honestly and consistently will shape the depth of your transformation.

To gain the full benefit of this coaching experience, I invite you to commit fully. The moments that feel uncomfortable, challenging, or stretching are often the very moments where the greatest growth occurs. These are not setbacks; they are invitations to become stronger, clearer, and more aligned. I look forward to supporting you as you grow into wholeness, purpose, and healthy connection.

There is some necessary paperwork included in this Welcome Packet. Please complete the information and return it as soon as possible so that we can get started. Yes, this is the most tedious part! It's not my favourite either! If you need some help, please feel free to email me.

- \*Read and sign **CONTRACT COMPLETION**
- \*Review **POLICIES AND PROCEDURES**
- \*Complete the **CLIENT PROFILE**
- \*Answer the **CLIENT QUESTIONNAIRE**

Thank you for trusting me to support and commit to you. I will be fully present and engaged with **YOU** during our time together.

I will provide a safe space for exploration. Laughter and fun are sure to join us. Once again, congratulations on investing in yourself & your partner.

I'm excited to begin our partnership.

With All My Passion,  
**TEMITOPE OLUSOLA**



2/19/23

# CONTRACT COMPLETION

Welcome to my coaching practice. This document constitutes an understanding and a contract between us (the “Agreement”), and you should read it carefully and raise any questions and/or concerns that you may have before you sign it.

## ■ DESCRIPTION OF SERVICES

The services to be provided by TEMITOPE OLU are coaching and/or tele-coaching as designed jointly with you, the Client. An initial assessment will be used to provide valuable information to guide and focus our coaching relationship. An assessment will provide new explanations for behaviours, discover new possibilities and generate a baseline of information about you, the Client.

## ■ FEES

The fee will be charged per duration of the services and can be paid installment per weeks before the session, once a plan is agreed upon, Professional time spent outside of coaching sessions, including but not limited to, between session phone calls or email exchanges, reviewing tapes of sessions, report-writing and reading or reviewing documents will be billed on a pro-rated basis. If I am required to attend meetings outside of my offices, you agree to pay for all time I spend traveling to the location of such meetings. Fees for coaching sessions must be paid promptly on the day the session occurs, unless otherwise agreed upon.

## ■ CANCELLATION

You must give 24 hours’ notice if you need to cancel or change the time of an appointment. Otherwise, you will be charged for the session in full. I agree to make every effort to reschedule sessions which are cancelled in a timely manner.

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## COACH & CLIENT RELATIONSHIP

The client sets the agenda, and the success of the enterprise depends on the client's willingness to take risks and try new approaches. The relationship is designed to be more direct and challenging. You can count on your coach to be honest and straightforward, asking powerful questions and using challenging techniques to move you forward. You are expected to evaluate progress and, when coaching is not working as you wish, you should immediately inform me so we can both take steps to correct the problem. It is very important to understand that coaching is a professional relationship. While it may often feel like a close personal relationship, it is not one that can extend beyond professional boundaries both during and after our work together. Considerable experience shows that when boundaries blur, the hard-won benefits gained from the coaching relationship are endangered.

## CONFIDENTIALITY

As a licensed relationship coach, I am ethically and legally bound to protect the confidentiality of our communications and records. I will release information about our work to others only with your written permission.

## EXCEPTIONS

There are specific situations in which I am legally obligated to breach confidentiality in order to protect you or others from harm. If I have information that indicates that a child or elderly or disabled person is being abused, I must report that to the appropriate State

## EXCEPTIONS

agency. If a client is an imminent risk to him/herself or makes threats of imminent violence against another, I am required to take protective actions. I must also take steps to prevent you from committing a criminal or fraudulent act. These situations are quite rare in coaching practices. If such a situation occurs in our relationship, I will make every effort to discuss it with you before taking any action. I must also respond to any court order and be able to secure legal advice about my compliance with this Agreement. As you are no doubt aware, some means of communication, such as wireless telephones and e-mail may be not secure from eavesdropping. It is impossible to guarantee the protection of confidential information in certain circumstances involving computers. This is particularly true of email and information stored on computers that are connected to the internet. In my practice (both business and home offices), I take measures to prevent unauthorized access to information by utilizing encryption and other forms of security protection. You acknowledge that I cannot be held responsible for instances of loss of confidentiality through wireless telephone or computer hacking.

## TERMINATION OF AGREEMENT

### Termination of Agreement

If either party wishes to end this coaching arrangement /Agreement, he or she will notify the other party either by phone or email. You agree to participate in a final session to discuss and assess coaching issues such as commitment and follow-through, progress toward goals and goal accomplishment, the coaching process, etc. If you wish, a one- month, a six-month or one-year follow-up assessment can be discussed. This Agreement constitutes the entire understanding and agreement of the Client and Coach and no amendment, change or modification of this Agreement shall be valid, unless in writing and signed by the parties hereto. By signing below, I acknowledge that I have had the opportunity to review this Agreement, that I understand all aspects of it, and I agree to abide by it.

# LTN

## CLIENT INTAKE FORM

Name \_\_\_\_\_

Date \_\_\_\_\_

Phone \_\_\_\_\_

Occupation \_\_\_\_\_

Email Address \_\_\_\_\_

Country \_\_\_\_\_

**\*\*Please answer the questions below.**

How did you learn about us? \_\_\_\_\_

Have you been counsel before?  Yes  No

Are You Currently: Dating, Cohabiting, Engaged, Married \_\_\_\_\_

What will you like to change/improve about your relationship \_\_\_\_\_

What difference would it make to the relationship, if you made those changes?

What are you hoping to gain from the coaching process \_\_\_\_\_

How long have you been together \_\_\_\_\_

Please can you let us know if any of the following apply (or used to apply) to you or your relationship (therapeutic coaching is not suitable for all couples and we want to make sure we are the best people to help you.)

- domestic abuse
- alcohol or drug addictions
- severe mental issues or self-harm infliction
- where one (or both) of you has already decided to end the relationship
- where one (or both) of you is still involved in an affair
- none of the above

Confirmation of consent: By completing and submitting this form and ticking this box, you are consenting for us to retain this information to follow up on your enquiry. If, for any reason, you did not become our client, we will remove all special information from our records as per our privacy policy (which can be found by following the link at the bottom of our website). Yes, I consent for LTN to follow up on my enquiry.

Signature \_\_\_\_\_

# LTN EXCLUSIVE SERVICES

## O1 CONFLICT AND COMMUNICATION COACHING

One-on-one coaching sessions with just one person from the relationship. We meet for a few targeted sessions to deal with a specific relationship in your life. Studies have proven that if even one person breaks the cycle of conflict then the whole relationship will improve. You have more control and leadership in your relationships than you think.

## O2 COACHING FOR PERSONAL OR WORK RELATIONSHIPS

Biweekly sessions over a three-month period for two or more people. The focus is on creating and maintaining healthy relationships. We examine how our behaviour affects others, how to have the impact we desire, and how to turn miscommunication into effective communication.

## O3 ESSENTIAL CONVERSATION FACILITATION

I enable a difficult conversation between two or more individuals, personally or professionally, managing the process of communication to ensure that needs are clearly expressed and everyone is truly listening to one another. This process will create a space of trust and understanding as a foundation for future interactions.

## O4 MEDITATION

Full mediation services for two or more people seeking to create a clear agreement and action plan for moving forward.

## HOW TO REACH ME

Office Hours: M - F 10:00 am - 4:00 pm WAT

 Email	temitopeolusola@email.com
 Phone	+2348163523409
 Website	<a href="http://www.temiolu.co.uk">www.temiolu.co.uk</a>



# THANK YOU!

By completing and submitting this form and ticking this box, you are consenting for us to retain this information to follow up on your enquiry. If, for any reason, you did not become our client, we will remove all special information from our records as per our privacy policy (which can be found by following the link at the bottom of our website). Yes, I consent for LTN to follow up on my enquiry.