

Welcome!

Are you looking for change? Do you desire greater rewards from your life? Do you have a dream for your life, but can't find the courage, or the confidence to live that dream? Have you struggled with your priorities and feel that you're headed in the wrong direction? Is your work-life balance all work? Is your family becoming disconnected? Has your spouse turned into a roommate instead of a partner?

We have all asked ourselves these questions at some point in our lives. Too often we get caught up in things that are either unfulfilling or disempowering. There are many points when we need to step back and assess our lives and its direction. Everyone has great dreams for their lives and a desire to accomplish these dreams of personal and professional fulfillment. These dreams can be as simple as making more quality time for family, personal well being and faith. However, dreams can be as great as we can imagine. Often times in life, we forget how to imagine. That's where I come in. I will help you remember how to imagine. Together we will discover, and focus on accomplishing your dreams. **We will form a powerful alliance for success.**

People often asked me "what is coaching?" I define it as a partnership formed to help people get from where they are to where they dream to be. It is built upon listening, hearing, empowerment, support, commitment, caring and action. This package will begin to explain who I am, how we will build this great alliance and how to get started.

Please take time to complete the personal information and my "Comfort Zone Challenge" before the first session. These tools will allow me to become familiar with you and your dreams and allow for a strong start. I have included my coaching agreement which will help guide our relationship as your coach. I am excited about our potential alliance and believe we can discover greatness together.

Looking forward,
Duvid Chaim

Life Coach

What is an Alliance?

It comes from the French 15th century meaning: The association of two or more individuals who agree to achieve a common goal.

What is Coaching?

To coach: to take a valued person from where they are to where they want to go.

It's that simple. Today, in practice, coaches partner with you (form an alliance) to:

- Clarify and Enlarge YOUR Vision
- Discover YOUR Dreams
- Establish YOUR Goals
- Define or Rearrange YOUR Priorities
- Develop YOUR Action Plans
- Chart YOUR Course to Personal & Professional Fulfillment
- Empower YOU
- Encourage YOU to Breakthrough Barriers.
- Defeat YOUR Bullies
- Achieve YOUR Dreams

As you can see from the points above, IT'S ALL ABOUT YOUR FULFILLMENT. Through weekly coaching sessions a coach will focus on you, and help you discover your dreams and unlock the greatness inside of you. A coach will listen, ask powerful questions, help you create new perspective and offer insight. From these sessions you will develop and discover your dreams, and the obstacles between you and the great fulfillment in life as defined by you. A coach will help you develop a specific action plan, stay on track, create tools for success, encourage and empower you to achieve your dreams and help unlock the greatness in you.

What coaching is NOT?

Coaching is not therapy, counseling or mentoring. Coaching is focused on your strengths not weakness and the future not the past. It is a commitment to forward thinking and forward actions.

Who Am I?

As your coach, I bring many qualifications to our alliance. I am a...

- **Partner:**
We will work together to accomplish your goals and dreams.
- **Listener:**
I will listen to you. I will hear what are saying and what you aren't saying. I will encourage and motivate you. However, I emphasize listening. You will do most of the talking.
- **Perspective Shifter**
I will help you see things from a different perspective. I will help you develop and stabilize the priorities for your life based upon your discovery of what you value.

- **Dreamer**
I will push you to dream and I mean big dreams, enlarging your vision to unlimited possibilities. We can all do so much more than we believe.
- **Questioner**
Questions are critical in helping you find your own way, to get to the heart of and unlock your passions.
- **Comfort Zone Challenger**
I will challenge you to step out of your comfort zone. Take some risks with yourself and push to be bold.

My Qualifications

I have nearly three decades experience after college in business and personal development. Since 2005, I have been involved in the “Recovery” Movement - leading Twelve Step Conference Calls and working closely with men and women. I have extensive experience as a family and marriage coach, business leader and Executive Consultant. I have coached couples, families and individuals. I am passionate, motivated, caring, easy to talk to, and honest. I believe in strong, focused priorities, personal fulfillment, the power of listening, the strength of relationships and the greatness in all of us.

My Areas of Specialty

As a coach, I specialize in the following areas:

- Work-Life Balance
- Creating and Organizing Priorities
- Dream Discovery
- Family/Spouse/Marriage/Recovery Coaching

Expectations

I commit to you that I will exceed your expectations in the areas of:

- Honesty
- Caring
- Confidentiality
- Respect

- Empowerment and Encouragement
- A Comfortable, Non-Judgmental Environment
- Punctuality

I expect you to commit to:

- Honesty
- Achieving Goals and Dreams
- Respecting Yourself
- Making Yourself a Priority
- Preparedness for our Sessions

My Personal Coaching Method will help you:

UNCOVER ~ DISCOVER ~ RECOVER!

How to Discover YOUR Dreams through Coaching....

1. Believe in Yourself and Your Greatness

Be your biggest fan. You have everything it takes. Do it for you!

2. Be Positive and Embrace Your Uniqueness

We all have unique qualities that distinguish us from one another: however, few embrace these qualities and step out onto the ice and take a chance.

3. Enlarge Your Vision - Be a Dreamer

Be prepared for your life to change. This requires changing “I can’t” into “I can!” Your dream will take work. It will require energy from you when you have it and when you don’t. I will support, encourage and inspire you to enlarge your vision.

4. **Take Time to Prepare**

- Weekly Reports/E-mails to monitor for success
- Assess your progress and your feelings about it
- Reward yourself for success
- Find time for reflection

5. **Be Honest With Yourself and With Me**

We are a team working toward your personal fulfillment. Open and honest communication is the only way to get there. These are your sessions and your dreams. It's all about you.

Policies and Procedures

Who do I coach?

I only accept **committed** clients locally and globally, as long as we conduct our sessions in English and at a mutually agreeable time. I coach individuals, couples and families. Most sessions are conducted via telephone or Skype. I also face to face coaching.

Our Sessions...

2b1 Institute Coaching offers five (5) x 60 minute coaching sessions by telephone, Skype or face to face, and a written praise and action sheet following each session delivered via e-mail. The fifth week will be used for personal reflection and recharging. It is easiest if our sessions are conducted at the same time each week. Clients make arrangements to call me.

Your investment...

This is an opportunity to invest in yourself. Certainly, your biggest investment will be in the time you choose to spend to reach your goals. In addition, 2b1 Institute will send you an invoice for 5 Sessions to be paid prior to the first Session. Sessions are \$150 - 5 Sessions are \$750. (Clients thru GuardYourEyes are offered 5 Sessions at \$625.)

Changes and Cancellations...

I commit to respect you and your time and expect the same from you. In the event that you need to change or cancel a scheduled session, I require 24-hour notice. In turn, I will extend the same courtesy to you, should I ever have to reschedule or change a session. It is also expected that we be prompt for our sessions. If I am late for a session, I will prorate the hour and refund the time lost. If you are unreasonably late for a session, the time lost will not be made up. If you miss a session completely without prior notice, that session will not be made up. Should I ever cancel a session, you will receive an additional session at no charge, in addition to re-scheduling the cancelled session.

Extra Calls...

I want to be available for you should you get “stuck” or are trying to break through an issue. I’ll do my best to be available. I ask that we keep these calls to 10 to 15 minutes. An e-mail is also accepted during these times.

I will try to respond within 24 hours. It’s a great way to announce wins and accomplishments between sessions or a needed word of encouragement.

Confidentiality...

Trust is essential in building this strong alliance. I guarantee that everything you share with me will remain in complete confidence. In the case that I would like to share your information with others, I would seek written permission from you. I do reserve the right to act if I feel for your safety or those around you are in jeopardy.

Referrals...

I love referrals. With the personal nature of this alliance, being referred is one of the greatest compliments I could receive from you. If you refer someone and they enter into a coaching agreement, you will receive 10% discount of your 5 sessions and one session for free.

Coaching Agreement...

Our coaching agreement or contract is an “at-will” alliance and we both reserve the right to terminate this partnership at any time. All actions and decisions are yours and you alone are responsible for the results of these choices. As your coach, I will encourage, motivate, guide and help you achieve your successes. The real work is yours; how far you go and how fast you get there is up to you.

Please remember - I only work with Clients who are committed to their personal Recovery and Transformation. We can change the Universe...and it begins with YOU!

Personal Information

The following pages consist of personal questions designed to help me get acquainted with you. This information is confidential and for use in our alliance only. This information will not be shared or made public in any way. Please return these to me 24 hours prior to our session. You may e-mail them to me at duvidchaim@gmail.com

Name	
Address	
Home Phone Number	
Cell Phone Number	
E-mail Address	
Date of Birth	
Occupation	
Marital Status	
Years Married (If yes, number of years)	
Spouse's Name	
Names and Ages of Children	

Comfort Zone Challenge

Too often, we exist and sometimes get trapped in an area known as the comfort zone. It's an area where things are ok. They are not overly demanding or challenging. They are often boring and leave you longing for more; however, you feel safe in your comfort zone. We dream of great things, but are not willing to leave the safeness of our comfort zone to grow and expand. Every once in a while we get brave and consider leaving our comfort zone (changing careers, finding a new job, making an emotional commitment to something or someone). We step out, run into something difficult and retreat to our comfort zone. All the while we are getting nowhere.

A key role for me is to help you see the possibilities outside of this comfort zone. Stepping out of this comfort zone will help you grow and discover amazing things. We must recognize that your comfort zone touches the comfort zones of those around you and closest to you. When you shake up your comfort zone, you will inevitably shake up someone else's.

The questions below are designed for you to describe yourself, your dreams and those around you. Please be honest in your answers. If you find that they are too difficult or personal, leave them blank and we can discuss them when you achieve comfort in our alliance.

1. My pain/suffering shows up as (please elaborate):
 - a. Anger
 - b. Fear
 - c. Low Self-Esteem
 - d. Other:

1. I "escape"/medicate myself by Acting Out in the following ways:

2. My experience with Recovery or Therapy or Coaching is (include dates and go up to "present" - share your success or lack of):

12. What are some things in your life that you **should** be doing?

13. Do you have a dream? If so, what is it?

14. If you had a magic wand and three wishes, what personal things would you wish for (for yourself, family, future.....)?

15. What resources do you have that will assist you in accomplishing your goals?

16. What will you do when you achieve your dreams or goals?

Investment

I agree to pay in advance the \$750 (or \$625 - GYE) fee for the 5 Coaching Sessions package. My payment demonstrates my personal commitment to my healing. Any alteration to these arrangements will be discussed with my Coach.

Payments can be made via cash check, bank transfer or PayPal. If I decide to terminate the coaching relationship, my payment for any unused session will be refunded.

Confidentiality

Without my permission and to the extent permitted by law, my Coach will not reveal to anyone our coaching relationship, whether or not it is ongoing.

My Coach regards any information, thoughts, and ideas I share during a session as confidential. I am aware that my Coach honors our coaching relationship by not giving my name and any information I share to anyone, for any purpose, without my authorization.

I agree that certain topics may be anonymously and hypothetically shared with other coaching professionals for training or consultation purposes.

Client's Name

Phone

Email Address

Signature of Client

Date

If you complete these pages on your computer, please email them back to duvidchaim@gmail.com. If you prepared it by hand, then either Scan and email or FAX them back to (972) 499-1118.