



CLIENT INTAKE

Welcome! I am excited to be embarking on this journey with you and look forward to getting to know you better over the coming months. It would be helpful to me if you would complete the following basic information and email it back to me before our first session.

Name: _____

Street Address: _____

City/State: _____ Country: _____

Zip or Postal code: _____

Name of Employer or position: _____

Name of Spouse or significant other: _____

Name and ages of children: _____

What is the most important thing that I should know about you right now? _____



STATEMENT OF INTENT

- All coaching services delivered by Trudi Krupocki, utilizing principles, methods and tools of NLP (neuro-linguistic programming) are not offered as a substitute for mental health care. I also understand that my coach, Trudi Krupocki, is not acting as a psychotherapist, and does not purport to offer mental health care.
- I understand that my coach will maintain the confidentiality of our communications only to the extent defined by the laws of the states in which each of us resides.
- I understand and agree that I am fully responsible for my well being during my coaching calls, and subsequently, including my choices and decisions.
- I understand that all comments and ideas offered by my coach are solely for the purpose of aiding me in achieving my defined goals. I have the ability to give my informed consent, and hereby give such consent to my coach to assist me in achieving such goals.
- I hereby release, waive, acquit and forever discharge Trudi Krupocki and Won Peace Institute, their agents, successors, assigns, personal representatives, executors, heirs and employees (collectively "Won Peace Institute" or "WPI") from every claim, suit, demand, action or right to compensation for damages I may claim to have or that I may have arising out of actions, omissions, or commissions taken by myself or by Won Peace Institute as a result of the advice given by Won Peace Institute or otherwise resulting from the coaching relationship contemplated hereunder. I further declare and represent that no promise, inducement or agreement not herein expressed has been made to me to enter into this release. The release made pursuant to this paragraph shall bind my heirs, executors, personal representatives, successors, assigns, and agents.

I have read the statements above and I understand and agree with the points contained therein:

Client Signature and Date



CONFIDENTIALITY AGREEMENT

The conversations that we have within our coaching sessions are confidential and will be protected as such. Information will be shared outside of our sessions only with your written consent or in the event that a Court Judge demands it. However, the following are instances where I would be obligated by law to break our confidentiality agreement without your permission.

- **If it is assessed during your participation in coaching sessions that abuse or neglect of children or elders is occurring.**
- **If in my presence you threaten to kill or harm another individual, and I am convinced that you will act on this threat, or that you may lose control of your actions.**
- **If at any time during the course of our sessions, I determine that you are a danger to yourself, I will inform you of that opinion and make every effort to keep you from endangering your life. In some cases this may include notifying the police or family members.**

Trudi Krupocki
Certified NLP Life Coach
Won Peace Institute



- Should you “no-show” for two appointments during our coaching relationship (without the 48 hour notification or rescheduling) we will evaluate whether or not coaching is appropriate for you at this time. A “no-show” is defined as showing up to a session more than 10 minutes after the scheduled time or not showing up at all.
- If you've purchased a package and find yourself unable to use your sessions for any reason, you may put the remaining sessions on a 3-month hold. Session credits will not be carried out further than 3-months. Coaching fees are non-refundable should you decide to “quit” the process, as our complimentary session is designed to remove the possibility that we would not be a good fit for each other.
- I welcome communication between our appointments via email (krupocki@gmail.com) It is my expectation that you will reach out if you hit a “sticky” spot that you would like some feedback on, and that you will share the successes that you have on the way to creating your desired future. If you need an “emergency call” I can usually accommodate within the same week and I do not bill for calls that are 10 minutes or less.
- I welcome your input and questions along the way. Our relationship is a collaborative one, and the more you put into it, the more you will get out of it. Ask me questions, challenge my point of view, bring resources to the table that you've found, tell me where I'm wrong, and share with me your insights along the way. You are your own best expert even if you don't know that yet (you will shortly).

For phone or video conference sessions, I will call my coach at the scheduled time and I understand that I am responsible for any long-distance charges that may result in this call. For in person sessions, I will arrive 10 minutes prior to our scheduled session. I have read and agree to the coaching agreement above, and will honor it during our coaching relationship.

Client (Print/Sign)

Date



NEW COACHING CLIENT WELCOME & AGREEMENT

Each new client to my practice is a welcome addition. We have had our introductory call with each other and determined that we are optimistic and enthusiastic about what we can accomplish together. To bring our "best selves" to the coaching relationship, it is important that we share the same understanding about how we will work together.

Basic Shared Agreements:

- Coaching packages or individual sessions will be paid for prior to the first session via cash or Venmo and payment needs to be received in order to begin our coaching relationship.
- Each session is 1 hour long and takes place by phone, video conference or (if special arrangements have been made) in person.
- I will bring myself to those coaching sessions free from distractions and respectfully request that you do the same. A coaching session in a public venue with distractions and background noise is not efficient. Expect me to be honest and straight-forward in all conversations with you as anything less would hinder progress.
- We agree that we will each show up at the mutually scheduled time for our coaching session and if you have to reschedule you will do so with a minimum of 48 hours notice. I certainly understand that emergencies do arise and will accommodate those on a case-by-case basis.