



New Client Welcome Letter

Thank you for choosing Competitive Edge for your coaching needs! This page includes the instructions for getting started with coaching.

As a new client, we ask you to ideally read and complete the first 4 documents listed below prior to our first conversation.

- **Coaching Agreement** (read and sign last page)
- **Client Questions to Kick-off our Coaching** (read and fill out)
- **IAM Touchstones** (read only)
- **Client Coachability Index** (fill out)
- **Coaching Session Prep Form** (to use after your first session)

Note: all these documents can be downloaded from our web site at www.cedgeinc.com. Go to the bottom of the Home page and hit the link for Services and then scroll down to Coaching to find these documents.

The **Client Prep Form** can be used prior to our coaching conversations – please review it and if you choose to use it, please send to your coach via email at least 24 hours before our coaching session.

We know there is a lot of material here. Please don't suffer over ANY of this! Prepare in as much detail as you'd like - it's your choice. We provide a lot of resources so we're adding as much value as we possibly can - you get to choose to take on the perfect amount of material for you.

By completing these documents, you establish the groundwork which allows us to get to know YOU, what YOU are dealing with, and how we can best coach YOU.

To work with these documents, save them on your local computer. For MS Word files, simply select “file”, then “save as” and select a folder on your local machine. For Adobe Acrobat documents, select the save/disk icon on the toolbar and select a local folder in which to save.

When you've completed the welcome material, please bring/mail the signed Coaching Agreement and email your responses to Favorite Questions and the Coachability Index to your coach.

And, if you haven't already, please call or email your coach to set up a time to talk. Of course, our work is confidential and aimed at your creating an extraordinary future. We hope that your investment in yourself brings you profound returns!