CLIENT WELCOME PACKET

Prepared for you by Kim Millington

Solutions
BY MILLIE

Welcome, I'm Coach Millie

I'M SO HAPPY YOU'RE HERE

In 2018 Solutions by Millie was launched to help individuals solve everyday problems which were impacting their lives. Since that time we have assisted clients in making strategic plans to solve those problems. We are available to help solve problems large and small, and even make referrals if necessary. Most of all, we are glad to have you as a client.

We are not a licensed counselors but trauma-informed certified life coaches with masters degrees in education, counseling and executive leadership. We draw from that education and personal experience to offer you the best coaching possible.

We are excited to help you begin your own process of discovery and solution development. This process is different for everyone and will be customized especially for you.

Coach Millie

@mycoachmillie

@coach.millie

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What To Expect

WHAT HAPPENS NOW

We get to know you and learn about what problems are most pressing and most realistic to solve in your given timeframe. We will discuss cost, tools, and homework to prepare you for the first session.

1 NEXT STEP

Now that you have your first session scheduled, you'll need to complete the intake paperwork (which can be found on our website and also attached to your confirmation email) and schedule your 10-min quick call.

2 NEXT STEP

Return your intake paperwork; use your 10-minute call with Coach Millie to go over anything you might need to do prior to the first session and provide any information not on the intake form.

3 NEXT STEP

Attend your intake session with Coach Millie. Remember all cancellations must be made 24 hours in advance. During this first session, you will create a plan to solve at least one problem and schedule your future sessions.

4 NEXT STEP

Complete any assigned homework and utilize the plan to solve your problem. Take good notes and be ready to discuss those at your next session so the plan can be modified. Repeat steps as problems arise or book a regular appointment time.

Communication

BUSINESS HOURS

Solutions by Millie is available Monday through Friday from 8am until 1pm for in-person, phone calls and virtual meetings as well as Monday through Thursday from 5pm until 7pm for phone calls and virtual meetings only.

RESPONSE TIME

We strive to respond to all calls, emails and messages within 24 hours. Phone calls and text messages are typically responded to quickest as emails are only checked once daily. If you need a 10-minute urgent session, please call or send a text message to 254-498-8613.

PREFERRED CONTACT METHOD

We receive messages via email, text message, phone call, Instagram and Facebook messenger. Should you prefer to communicate using a different method such as an app, please let us know and we will try to accomodate that request.

IMPORTANT

Communication with clients is important to us. For messages which require a quick response there will be no charge. Should messages become more in-depth or require research, we will need to bill you for that time. You will be notified prior to being charged.

Course Timeline

5/24/2021

INTAKE SESSION

During the intake session, we will discuss all six topics: Academics, Career, Finances, Relationships, Self-Care, and Spirituality.

5/31/2021

TOPICS: ACADEMICS & CAREER

During this session, we will discuss present and future academic and career pursuits including college-prep and interview skills for academia and the workforce.

6/7/2021

TOPICS: FINANCE & RELATIONSHIPS

During this session, we will discuss personal finances, credit score, budgeting and paying for college as well as having healthy relationships with friends and family.

6/14/2021

TOPICS: SELF-CARE & SPIRITUALITY

During this session, we will discuss personal hygiene, sleep habits and nutrition as well as spiritual development and personal relationship with God.

6/30/2022

RESUME SUPPORT & FEEDBACK

Within one year of completing the Transition Into Adulthood Course you will be provided with resume templates upon request and a resume review with feedback.

Client Checklist

CONFIRM YOUR PACKAGE

You have chosen to participate in the Transition Into Adulthood course - a 4-session training for young adults.

SIGN THE CONTRACT

Intake paperwork and contract have been included in the folder provided at your first session. You will be provided a copy of this contract via the email on your intake paperwork.

PAY YOUR INVOICE

Transition Into Adulthood has two payment options: $250 at the beginning or $70 at the first session and $60 at each of the remaining three sessions.

CLIENT HOMEWORK

Each week you will be assigned homework to prepare you for the follow week. If you have questions during the week, please contact us so we can provide clarification.

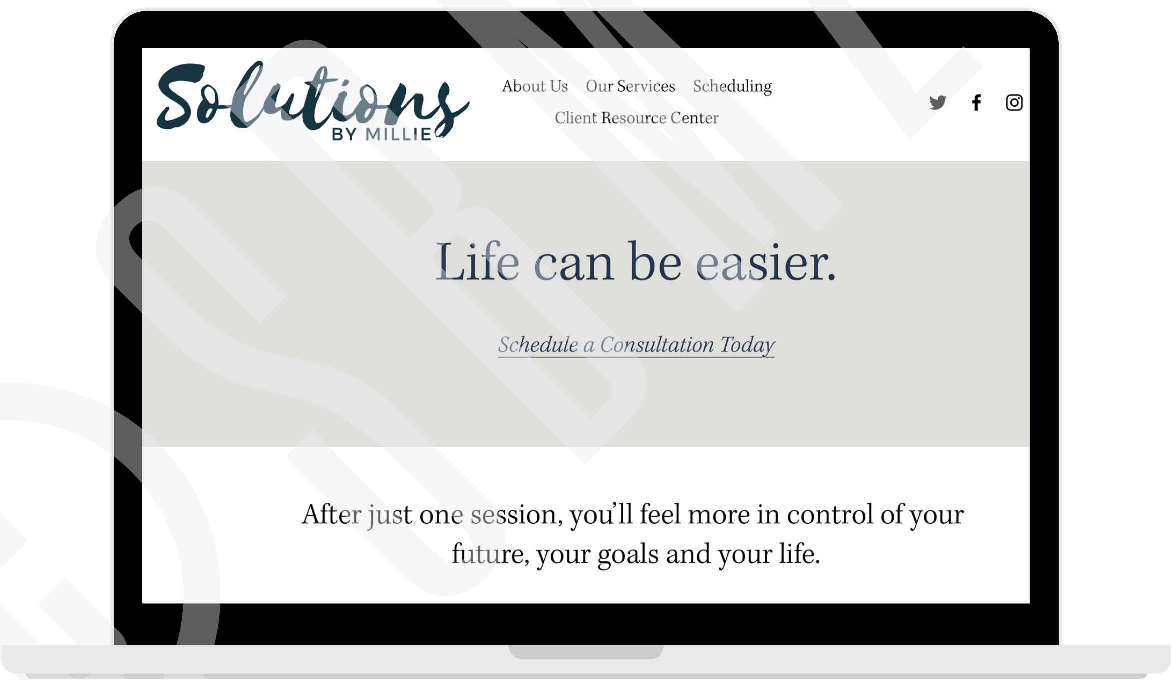
RESUME FEEDBACK

Within one year of completing Transition Into Adulthood you can request resume templates. Once you have filled in your resume email it to us and we will provide suggestions to improve the content and functionality.

Your Next Steps

KEEP WORKING WITH US!

Once you have completed Transition Into Adulthood it's easy to transition into individual client sessions. One hour sessions are offered at $60 and can allow you to explore one of the areas we have covered in a more in-depth way or work toward solving a problem not addressed during the course. We offer weekly, bi-weekly and monthly sessions. We would love to continue working with you.



HEAD OVER TO OUR WEBSITE TO LEARN ABOUT ALL THE SERVICES WE OFFER

WE ARE NOW ON GOOGLE IF YOU WOULD LIKE TO LEAVE US A REVIEW!