**The Process**

**Sessions Overview:**

* Coaching sessions will take place over the course of 12 weeks – one session per week, for two hours.
* The last session will be 3 hours long and will include practice in order to graduate.

**Session Timing:**

* Please arrive 10-15 minutes early for each session. Sessions will start promptly on time.
* Each session will have a 5 minute break around the 1 hour mark for stretching and using the bathroom.

**Q&A:**

* When you have questions regarding what is presented during the sessions, write them down on post its and place them in the Parking Lot. Questions will be reviewed during the halftime break, and answers will try to be incorporated during the 2nd half of the session
* Questions that cannot be answered during session will be posted and answered in the FAQ document found on the Coaching Toolkit page of the website

Coaching Toolkit

* As a coach, you have access to additional resources and information not covered in the sessions. These can be found in your Coaching Toolkit, which is located on a private page on our website.
* How to access the Toolkit:
  + Visit [www.vcs-inc.org](http://www.vcs-inc.org) > Services > Counseling for Individuals > *once you scroll to the bottom of the page, you can find a link to* “Access the Coaching Toolkit here”
    - You will see there is an additional page for the **Coaching Client Resource Center** which will be available to clients in the future
  + Go directly to <https://vcs-inc.org/counseling-for-individuals/coachingtoolkit/>
* This page is for coaches only, and is password protected. Please do not share the password with clients or individuals outside of VCS Coaching
  + Password: VCScoaching2024