



VIRTUAL SESSION ETIQUETTE

Phone Etiquette

- Calls are always made by the client to the mentor/coach.
- Call at the scheduled time agreed upon.
- Call from a place where you won't be distracted.
- Avoid calling from a cell phone in your car.
- Coaching phone number for coaching appointments:
224.717.0528

Virtual Session Etiquette

Stay engaged throughout the entire meeting, avoid the urge to try to multitask and stay focused on the topic at hand.

- Connect on time or a couple minutes early.
- Make sure you are in a quiet area. Limit the background noise (i.e. kids, pets, coffee shops, car noise, etc.). Make every effort to get to a location where I can hear you clearly.
- You will receive a Zoom invite by text, email or through my scheduling service.