#

# NEW MEMBER PACKET

**NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***For more information, contact:***

Kathy Caprino, MA

Founder/President

Amazing Career Project & Ellia Communications, Inc.

Kathy@kathycaprino.com

[http://KathyCaprino.com](http://kathycaprino.com)

# Welcome to the Amazing Career Project and your breakthrough career transformation program!

I am honored to work with you in this career transformation course and excited to help you discover clearly and concretely where you wish to go next in life and work. The program will help you focus intensively on getting you to your goals, based on your special combination of talents, experiences, values, goals, and life situation.

Your success is important to me. I will be your guide and supporter as you take the journey of discovering and designing your individual plan for your next chapter of life and career. I am here as your motivator, sounding board, coach, partner, and resource.

You’ve joined this program because you are committed to making meaningful changes in your life and career. Congratulations on taking this breakthrough step! Throughout this program, the materials and information shared will support you in pursuing your ideal life, and in being committed to setting effective goals and taking forward action to get you there.

I am very excited about this new chapter for you. Thank you for sharing your journey with me. I feel confident that you will achieve positive movement and success in terms that are meaningful and rewarding to you.

I’m looking forward to our work together. Wishing you amazing success!

## Kathy

Kathy Caprino, MA

Amazing Career Project & Ellia Communications, Inc.

POLICIES AND PROCEDURES

Welcome to the Amazing Career Project! Below are several guidelines that are important for members to maintain in order for the program to be successful. If you have any questions at any time, please feel free to contact me.

|  |  |
| --- | --- |
| **INVESTMENT** | As with any professional development program, you must commit the time and energy necessary to do the work and see results. If you find that you’ve completed the training and exercises offered in the Amazing Career Project and you are not fully satisfied, simply send in your fully completed *Career Path Self-Assessment* New Member Packet, and the completed weekly exercise sheets to Kathy within 15 days of the start of the program, and you’ll receive a full refund (minus a $50 processing fee). |
| **PROCEDURE** | This program spans 16 weeks. You will begin the program with your completion of Kathy’s ***Career Path Self-Assessment survey***prior to the start of our program (this document is for your reference only). Also, members are asked to complete Kathy’s **Amazing Career Project** **New Member Welcome Packet** and email the document to Kathy by the start of the program. This provides helpful information about what you’d like to focus on in the program, and what a successful outcome will look like for you. |
| **SCHEDULE** | For details on the video training and call schedule and other important information, please see the introductory email you received when you signed up for the program.My goal is for you to be fully satisfied with the program and the outcomes you achieve. If there is ever anything you wish to share with me about the process or the program, please send me an email at Kathy@kathycaprino.com. I am deeply committed to offering the highest level of service I can provide. |
| **A MUST** | The goal of this program is to help you achieve professional *breakthrough*, and to explore and create your career and life in a new, empowered way that brings reward and success. If you choose to not use or apply what we’ve learned through the coaching process, results will be limited.  |
|  |  |
|  |  |

Agreement

**Please review, sign where indicated, and return to me via email at Kathy@kathycaprino.com**

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Amazing Career Project guidelines:**

1. As a member, I understand and agree that I am fully responsible for my well-being during the program, including all my choices and decisions. I am aware that I may choose to end my participation in the program at any time, but a refund (see details above) is available only within the first 15 days of membership.

2. I understand that the career, executive, and leadership coaching and consulting offered in this program is designed to facilitate the creation/development of personal, professional or business goals and to develop and carry out a strategy/plan for achieving those goals.

3. I understand that career, executive and leadership coaching offered in this program is a comprehensive process that may involve all areas of my life, including work, finances, health, relationships, education and recreation. I acknowledge that deciding how to handle these issues and implement my choices is exclusively my responsibility.

4. I understand that this program is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment; and I will not use it in place of any form of therapy.

5. I agree that if I am currently in therapy or otherwise under the care of a mental health professional, that I have consulted with this person regarding the advisability of participating in this program and that this individual is aware of my decision to engage in the program.

6. I understand that certain topics may be anonymously shared with other coaching professionals for training, research, or consultation purposes.

7. I understand that career coaching is not to be used in lieu of other forms of professional advice. I will seek professional guidance for legal, medical, financial, business, spiritual or other matters. I understand that all decisions in these areas are exclusively mine and I acknowledge that my decisions and my actions regarding them are my responsibility.

**I have read and agree to the above.**

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Client Signature Date:

Member Information

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□ Preferred Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□ Preferred Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Optimal Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of important people in your life (spouse, partner, children, friends, etc.):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other important information about you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How did you hear about The Amazing Career Project?**

**Have you ever participating in career coaching or programs? If so, please describe the experience:**

**What influenced your decision to participate in this program now?**

**What drew you to this program and to Kathy Caprino specifically?**

CURRENT SITUATION

(Please complete all questions)

**Please rate the following areas of your life a rating from 1 (lowest) to 10 (highest) based on your satisfaction level not your activity level with this area.**

|  |  |
| --- | --- |
| Career \_\_\_\_\_\_\_ | Significant Other \_\_\_\_\_\_\_ |
| Family \_\_\_\_\_\_\_ | Friends \_\_\_\_\_\_\_ |
| Physical Health/Well-Being \_\_\_\_\_\_\_ | Emotional Health/Well-Being \_\_\_\_\_\_\_ |
| Finances \_\_\_\_\_\_\_ | Spirituality/Religion \_\_\_\_\_\_\_ |
| Education/Personal Growth\_\_\_\_\_\_\_ | Fun and Leisure \_\_\_\_\_\_\_ |
| Balance in Life \_\_\_\_\_\_\_ | Lifestyle \_\_\_\_\_\_\_ |

**What areas in your career would like to address in this program? (Check all those goals below that apply):**

|  |  |
| --- | --- |
|  Clarify what I’d love to do |  Find a new job/career |
|  Design a new job/career that meets my interests and needs |  Improve my present job/career  |
|  Start a new business |  Buy a new business |
|  Transition from one job/role/company to another |  Improve/create more success with my current business |
|  Decide which option to pursue of those that I’m considering |  Get a raise/promotion |
|  Look at special career options that relate to a particular interest or talent |  Focus on my “Life Purpose” and have a broader context for evaluating my career |
|  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

# What do you want in life and work? What are your goals, outcomes and destinations for the next 12 months? What’s your Vision?

# Fill out the area (s) of life that apply:

**Career/Business:**

**Financial:**

**Health:**

**Relationships:**

**Other:**

# What do you want to focus on achieving – your specific goals and outcomes -- in your first 30 days of this program?

1.

2.

3.

**If you could accomplish your outcomes/goals, how would life be greater? What would happen and how would you benefit?**

**What would you have to do/change in the next 30 days to begin?**

**What are truly *committed* to creating in your life and work, through the Amazing Career Project?**

# What might be preventing you from achieving what you want? What beliefs or behaviors may be holding you back from achieving your visions?

# What is it costing you, not being where you want to be on these areas today?

# What are you great at?

# What aspects of your skills or yourself would you like to improve on or transform?

# What do you want to *maintain* in your life or yourself? What do you love about your life? What do you love about yourself?

**Why are you a good candidate for this program now?**

**Any other comments you wish to share?**

***Thank you very much for taking the time and effort to complete this questionnaire. I’m looking forward to partnering with you on your journey to amazing success! - Kathy***