



## **PRQuickhelp Nonprofit Consulting and Coaching**

Helping nonprofit professionals improve their skills, supporting their passion to make a difference.....

August 9, 2010

Dear \_\_\_\_\_,

First of all—welcome to coaching! I look forward to our partnership and solving problems and challenges together. My commitment to you is my full attention, active listening, empathy, and guidance in discovering strategies that will connect you with exciting nonprofit work environments. Your well-being is my primary concern.

Information shared during our sessions will be kept strictly confidential. Your name will not be given to any other organizations, mailing lists, or professionals. With your permission, I may send you information that you have expressed an interest in.

If, at any time, you feel that our sessions are not meeting your needs, please let me know so that we can adjust. If you are interested in other resources, such as search firms, literature, or conferences, I can help. Group coaching is also available.

The enclosed materials help me in my record-keeping, clarify our roles and responsibilities, and review my fee structure. Please sign in the appropriate places, keep a copy for yourself, and send a copy back to me.

Warmly,

Pat Richter, M.P.A.

Coach Training Alliance certified (November 2010)

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