

A Recommended Practitioner Protocol / A Four Session Program Checklist

A Bonus Tool for your Professional Toolbox!

This tool is a reflection of what I personally developed over the last six years working with my clients. Every professional course that I have taken over the years has not offered a template for doing sessions, structuring programs or running an initial consultation.

This was something left up to each of the practitioner's own creativity to develop. I would have loved to have received this tool that I have chosen to create for you here. However, I strongly caution you not to allow it to stop your own intuitive and creative juicy flow as you develop your own style from this simple template as a guidance tool only.

A student recently requested this tool during a live class and I thought that it would be a unique and nice extra added bonus to offer to all of you. This is a professional compilation of six years of my blood, sweat, money, time, experience, tears, joys, triumphs and victories! Please let me know how it works for you and feel free to change it up as you desire to meet you and your client's needs.

Please keep in mind that each client is unique and you must utilize your own healer's inner guidance to accommodate each very different individual. This checklist is only meant to be a guidance tool and should be revised according to your own unique developed style and flow over time as you do more and more client sessions.

There are many ways to conduct a successful session and program. This is one style that has served me and my clients well and is still very lucid for me. I continue to tweak and revise it as I go along each day and you are welcome and encouraged to do the same with your clients and private practice.

It is very important for you to take personal ownership of your private practice and develop your personal style of work, your sessions, your programs and your structure according to what feels right for you and your clients. Ongoing learning, networking and continuing education is highly recommended to keep adding to what you offer and how you operate. You must follow your heart and soul guidance. I have a Business Leadership Mastermind for my graduate students of our certification courses Level I, II and III, to be a part of for ongoing training, learning, idea sharing, networking, upgrading and scaling your business. I highly recommend that you

participate in one or more group coaching, Masterminds, courses or classes to continually sharpen your skills and build your business.

Your personal and professional conduct amongst your peer colleagues is vital for your success. Treating your peers, teachers, clients, students and the community with compassion, patience, professionalism, class and style is very important for your success in your business. How you speak and communicate on social media, on Zoom and in person either helps your business grow, slows your business down or can even put you right out of business.

It's vital that you conduct yourself appropriately and remain consciously aware of your behaviors. Own your actions and inactions and be a part of the solution, not part of the problem. So, basically, walk your talk. People want to do business with people that they feel respected by, appreciated by, like, trust and enjoy talking to and doing business with. Showing gratitude and having gratitude will take you everywhere in life. Stepping out of ego and into humility, helps us to accomplish the attitude of gratitude.

Keep this mindset in mind every time you make a post on social media on both your personal and business page, attend a one on one or group class/session or meet people in person. As you work to develop your business; it's time to do some deep self introspection as to how you show up in the world and how people are receiving you. If you aren't sure, it may be a good idea to ask someone whom you respect.

Make the necessary changes to become the leader that you are putting yourself in the position to be. When you have a private practice, a business and a presence for coaching and healing; you have taken a leadership position. Be the leader that you want others to be for you and take this seriously in order to grow and expand your business successfully.

Basically, it's vitally important to maintain and offer a kind, positive, grateful, humble attitude and mindset for yourself, family, friends, colleagues, teachers, clients and to the general public. This is the basic foundation and building blocks for success in life and especially in your own business. This happens when you make the daily personal decision and choice to be a kind, caring and positive person. It's simple a choice. It does not happen naturally for most people. If it's natural for you then you have mastered the single most important set of success skills. Congratulations! For the rest of us, Thank you for making a consciously aware choice to make this healthy and successful choice daily. You are part of the solution instead of part of the problem. Thank you!

In Divine Love & Joy,

Camille Xoxo ♥

The following is a general checklist order in which I most often conduct sessions and programs for a new client...

1.) **Have the potential client fill out an application to work with you. Screen the application for whether they seem like a client that you would be ready, willing and able to help. If you would like an application template, then you can follow the one that I use in my digital booking session section of my website on www.divineceochat.com. It covers all the major points necessary. You may change your application to meet the needs of the types of sessions and programs that you offer in your private practice. However, it is important to be thorough with the questions that you ask so that you can screen the people very well that are requesting to work with you. (Now that you are building a business online; you are at risk of being taken advantage of by a fraudulent person or entity behind the profile of someone who isn't who they say they are. Catfishing can happen in business too, not just dating. It not only can be dangerous, but it can cost you your personal or business credibility, identity theft or worse. You must screen these people upfront to make sure they are who they say they are. You must safeguard yourself with a contract that allows you to cancel their work with you and give them no refund. They do not deserve to be rewarded for their fraudulent behavior.)**

2.) **Have the client fill out the consent form and emergency contact info. Do not work with a client in which you do not have an application and a signed consent form on file for, even for just an initial consultation. If a client is not willing to fill out the application and sign the consent form there is normally a problem. They often do not have pure intentions. You do not want to work with everyone. Just the people who truly have pure intentions to get the help that they need, act with a professional code of conduct and pay for it.**

3.) Book an Initial Consultation:

This should be on video conference if possible and should last anywhere from 30 minutes to 60 minutes and sometimes up to two hours if you have determined that you are a match to work together in the first 30 minutes.

4.) Send Client Preparatory Homework:

Give them a minimum of three to seven days to do the homework before they meet with you. You can have them wait up to 30 days after their homework has been given to them if you feel they need more time to do self introspection and read the book before they meet with you.

5.) **Make sure that you send the Client Contract to sign and email back prior to your work together. Make sure that they have signed it and returned it to you before you get on the consultation with them. If they refuse to sign the client contract and fill out the application then you must refuse to work with them in any way. This weeds out the problem makers.**

Do the initial consultation:

1.) Build Rapport.

- 2.) Open up with a prayer and blessing for the client and their family. Also, all of them are willing to clear or release any contracts or vows that they may have known or unknown to them that would stand in the way of your success together and their personal and professional success in life. If they agree then have them state their full name and birthday out loud and that they give permission to complete or release any contracts or vows necessary. If they do not agree then you have more work on your hands than you might have thought because they are unwilling to succeed and will self sabotage. So this would be the beginning point of your work together. Discussing why they have fear of success or fear of failure. Then you'll be going to work to release their fear of failure or's and success. You can use the tapping, EFT, NLP and or self hypnosis with mind movies work to accomplish this.
- 3.) Ask the client what they would like to accomplish with your work together. (Take notes on the client's answers.)
- 4.) Use the 4 Step Self-Discovery Tool as a diagnostic tool to help discover the client's core issue. The goals that are identified in this first step soul discovery process is the core issue that you and your client will be working toward accomplishing during their program. Have them commit to working on one or two baby steps toward accomplishing their goals for the next few weeks until their next session. Sessions are usually 2 to 4 weeks apart. You can have them commit to something smaller than what is necessary in order to help them get going and let them know that they can always do more than what they've committed to doing. The biggest thing is helping the client to get moving in forward motion and take the first beginning steps and help them continue moving forward each week and month.
- 5.) Make your recommendations for a program.
- 6.) Explain how the program works and what's included in it and what the positive outcomes will be in their life. People buy outcomes not programs. So, sell the outcome, not all of the work involved. Sell how their life will transform. People will pay for the transformation they want. Ask them how much it is worth to them to have these changes become their new reality?
- 7.) Explain the cost for the program and the payment options that are available.
- 8.) Sell the program, collect payment and set up the first session appointment. It can be anywhere from one to six weeks before the first session is done. Assign some homework for the client to do in between each session and before the first session that will help the client change their daily habits, shift their perspective, make forward gradual progress toward their goals, be educated on valuable topics to help them grow and become more consciously aware. ****NOTE: Homework suggestions can be very creative to help them above their goals. Some ideas include, but are not limited to: Recommend a mind shifting and pertinent book to read, The Divine Psychic NLP Life Coaching Program given in this course or a different book to read that you feel will help them begin to shift their perspective. Give them new coping skills program which are included in the advanced training in our Level II and III certification course. You can also give them some of the steps from the Embody Divine Love and Joy program to start practicing daily and be accountable to you at their next session. Have them send you a status update email with up to three questions weekly or biweekly on a set day of the week during the

term of their program with you. The homework ideas to help people make progress day by day towards their goals are endless. Get creative. Try to fit the homework to the individuals abilities and interests if at all possible. For example: a woman healing from a toxic relationship and repairing her relationship with herself greatly benefits from being single for at least six months, dating herself to fall in love with herself, talking herself out for a weekly date and buying a simple ring and wearing it on her ring finger to symbolize her loving relationship with herself and her new connection with herself. Reconnecting with herself will help her to build herself up and start achieving her personal and professional goals one by one. So again, please get creative, with reason for homework that is applicable and collaborate with your client on what makes sense for them and feels like they can do it. You can ask for a divine channel as to what homework to assign as well. By helping your client create new daily patterns and take in new information; you are helping them to heal themselves and redesign their life. Clients need to know you care. Get excited for them when they make small achievements and recognize their achievements. Encourage them to celebrate their small achievements too!

- 9.) Do not take on a client that has major depressive disorder, major bipolar disorder or a mental health issue that is not also being seen by a medical care provider as well as having your training as a complement only to what they are doing with their medical professionals. You can have them receive a doctor referral for the neuro linguistic programming and life coaching program if you feel that that would benefit them. This way they will seek medical guidance while working with you if they are in fact avoiding it and you think that it may assist them to do both alternative and medical. You are not a replacement for medical care. You are a complement to your client's medical care.

Do a second, third or more Session:

- 1.) Open up with a prayer and blessing.
- 2.) Ask your client to make a declaration of what they intend to receive from the session today and moving forward. Write everything down that the client is telling you in bullet points for your client profile.
- 3.) Have the client give you a status update on how they have been doing with their homework that you assigned and life in general. Discuss their progress and encourage them. Then assign the next step that they will be responsible for doing toward achieving their goals for the next 2 to 4 weeks before the next session with you. You can discuss this together and ask the client what they think they need to do next or you can make a recommendation.
- 4.) Have them recognize their progress and give themselves credit for what they have accomplished already. Give them recognition as well because you are their accountability partner and their cheerleader as well as their educator, as well as the person who helps inspire and motivate them and believe in themselves.
- 5.) Give them the new training and practice it with them if that applies to her teaching them. So work on one or two more of the 12 steps in the embody divine love and joy program or in the coping skills program which is advanced level two and three if you have taken that course with us. If you were teaching them the Embody Divine Love and Joy Life

Coaching program, then lead them through two or three of the exercises and then have them practice it at home for that time between sessions.

- 6.) Give them the next steps that they should commit to or ask them what they think their next right step is. If they don't know then ask your spiritual counsel and their spiritual counsel to give you guidance. Between the two of you, you will figure out what the next right step is to work towards accomplishing for the next 2 to 4 weeks until the next session.
- 7.) Continue having your client send you an email either every one or two weeks with a status update and any questions that they have. Reply with encouragement and any advice or additional homework assignments that you feel would help then shift their life but not break them. That is a balancing act that you play. Amen in doubt ask your client how they feel about the idea of doing ABC for the next two to four weeks. You will be able to collaborate with both of your inner guidance.
- 8.) Commit to serving your client with all of your heart when the appointment sessions are scheduled. Reschedule their appointment if you are under the weather or there is something going on in your life that you are unable to give them your full self for the session. They deserve the best from you! Your client will be happy to reschedule if you need to. They understand that you are a human being as well.
- 9.) Do not end a session if your client is not in a good place yet. Go an extra 10, 15, 20 minutes or even 30 minutes until they are in the right place. If you do not feel that they are in a safe place then recommend that they either call 911 or take themselves to the emergency room. And in a rare case you may call 911 and report them yourself. You will have their information in the documents that they signed before they started working with you.

The Closing Session of their 4, 6 or 12 session Program:

- 1.) Check your clients progress on the goals that were created at the initial consultation. If they were all accomplished, then consider it a 100% Success. Sometimes the client accomplishes all of their goals before the sessions are completed and then you set up a new List of goals to work on for the remaining sessions. If all the goals were not completed, then recommend another 2 to 4 sessions based on both of your intuition. Once the goals are accomplished and the client may have brand new goals that they would like to accomplish. In which case you would be doing another mini initial consultation to set up another program for them. Oftentimes, clients will work with you on 2 to 4 programs before they feel completed for 2 or more years. Some clients will stay with you in contract for a lifetime just one contract after another because you are their person to make magic happen with!! If they are getting the results that they want, then they will continue working with you on any other projects that they feel they need the support from you to accomplish them with wild success!
- 2.) If this does end up being the last session, then give them homework that they should be following for the remaining weeks, months and years in order to maintain the progress they've made and continue to accomplish more and more goals. The tools that you have taught them to integrate into their life shall take them very far with goals. Tell them this. It is a known fact that people accomplish their goals faster and more fully when they have

an accountability partner that is a very good coach. So, offer to help them with their next goals or let them know that you will be there when they're ready... when you show your excitement for working with them and your true heart of joy for their progress; they will continue to want to work with you on the rest of their goals. If you are not completely engaged and connected, then they will probably not work with you again. Showing them unconditional love, support and excitement for their progress means everything to them and is the number one reason why they will hire you again when they are achieving real results with you! Most human beings do far better working as a team with another person than they do all on their own.

- 3.) You can offer to teach them the NLP skills that will help them to succeed in every area of their life if you have not had the time to work on them in their first or second for session program. That in itself can be another 4 to 6 and even 12 session program.
- 4.) Using your client testimonials is very important so make sure you get a testimonial from each of your happy clients. Giving them the testimonial exchange document for a small scholarship is a very wise idea to build up your testimonials. The videos and the pictures and the written testimonials are best to receive. The testimonial exchange document is in this course for you to use. Please ask for it to be emailed to you if you have not already received it from us previously.

NOTE- Another program you can offer to teach your client in 4, 6 or 12 sessions is NLP for personal success!! Help them to learn NLP communication by doing it and showing them how to cancel self talk that isn't positive and turn it into positive affirmations. Practice what you preach.

For a private 1-on-1 conversation over coffee/tea on zoom with Camille... Let's discuss your wealth strategy with your divine calling... please book our conversation with Camille here:

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