

COACHING CALL INSTRUCTIONS & LOGISTICS

Contact information for Janet:

301 758-9412 (cell)

janet@jbacoaching.com (email)

We will decide ahead of time whether to meet in person or by teleconference. If by teleconference, we will confirm the number you should call when we schedule each session.

Please bring your notebook and calendar to our coaching sessions.

Voice Mail

If you are calling at a scheduled time for a teleconference coaching session, and there is no answer or the line is busy when you call, voice mail will pick up. Please hang up and call back in a minute or two. If you receive my voice mail the second time, leave a message with a telephone number where I can reach you.

Late Call

If you are 5 minutes late for a scheduled call, I will call you. I will call all of the numbers that I have for you and leave messages if you are not there.

Need to Reschedule or Cancel

Notify me at least 24 hours before a scheduled appointment if you need to reschedule or cancel. Otherwise, you will be billed for the cost of the session that is missed.

Sending Materials

If you need to send me materials by mail, please send them to this address:

JBA Coaching Services, LLC
7304 Carroll Avenue, #111
Takoma Park, Maryland 20912

We will schedule our first 3 or 4 appointments during our first meeting, the Intake Session.

