

## ART Clinic - coaching ¿How does it work?

1



Before starting the coaching process, you will make a brief call with your coach. During that session, she will explain how the process works and will briefly discuss with you the challenge you want to work on.

2



You will receive a questionnaire prior to the coaching process, so you can complete it up to 48 hours before your first session. The objective of this is to get to know you better and thus facilitate the work during the sessions. You must also fill in the personal data form.

3



During the first session you will define with your coach the objective of the process. In the following sessions you will work on the steps to achieve it. Each session will end in a co-created action plan.

4



Your coach will make a brief summary of each session that she will share with you. In this way, you will be able to review the learning process and reflect on it, as well as keep track of your progress.

5



Our team will meet weekly to exchange ideas and clarify doubts related to the processes carried out at ART Clinic. So the whole team will contribute ideas to ensure the best quality of your process.

6



While you are waiting for or after your session, you can enjoy a specialty coffee in the ART Clinic cafeteria. We also have tea and fruit if you wish.

*Moreover*

- All your appointments can be booked, cancelled or rescheduled through our booking system [HERE](#).
- Remember that, if you need to cancel or reschedule your session, you can do it without cost if you do it at least 24 hours prior to the session.
- Throughout the process you can count on the support of your coach and the ART Clinic for any questions or comments you have.
- If you want to send us any comments anonymously, remember that on the [website](#) you have a link to give us feedback. or directly [HERE](#).
- After each session you will receive a receipt (or invoice if you request it) and you can make your payment by card or online.
- If you wish, on our website you have a blog with posts always related to the themes of the ART Project. If you want to be up to date with new discoveries in the field of ART or with the news of the ART Project, do not forget to sign up for our Newsletter.

*We hope you enjoy the experience and that we can accompany you to grow!*

