

VIP Executive Career Coaching – What to Expect

Investment: Payments will be processed automatically. Visit our billing portal to download receipts, view invoices, update your email address, and change your payment method. [Click here](#) to access the Ready Reset Go billing portal.

Ending Coaching: We ask for an engagement of at least eight weeks, based on the assessment. If you plan on ending right at the eight-week mark, please give us notice. We ask that you provide at least seven (7) calendar days' notice prior to the next payment date. Any requests received with less than 7 days' notice will result in continuation of the subscription until the next payment date.

NEW ADDED 3/24/2023

Staying Connected Maintenance: Feeling complete with your coaching but still want to remain connected? Starting a new role and looking for support to ensure your first 90 days are successful but don't need the weekly one-on-one meetings? If so, continue on our Staying Connected Maintenance program. In this level, you'll continue to have the benefit of Cara and Michelle's online support through Workplace, access to Kajabi to look back on any modules, and weekly VIP office hours. Investment: \$575/month.

Annual Shutdown: We will be in deep hibernation in December, the last week of the year. It is the only time of year when the entire company unplugs. If your coaching will span across this period of time, we will automatically add one week at the end of your coaching time.

Meeting with your coaches: You can meet with Cara one-on-one and during Office Hours, which she holds during the week, and ask any questions you may have. Don't have a lot of time? Once you jump on zoom, type "I am in line" into the chat box, and we'll go in order. Feel free to jump off as soon as you are finished. Some people stay on longer, and some people join and just listen to the entire call.

You will be assigned a **Private Coach**, who can meet with you one-on-one, once a week for 30 minutes. Your Private Coach will also work with you on your dossier (résumé, cover letter, and LinkedIn profile).

If you need to reschedule calls with your coaches and they are not able to accommodate your request, then you can stay connected through Workplace. You will not receive a "credit" for a missed appointment. It is recommended that you plan ahead accordingly.

In the first eight (8) weeks, we will complete the bulk of the work together. The 8 weeks begin on the day of your first one-on-one call with your Private Coach. It is during these eight weeks that we'll help you identify what is next for you in your amazing career. Then build your dossier, develop networking plans, and refine the narrative. When offers are received, we become your sounding board and help you prepare for successful win-win negotiations. We support a smooth transition into your new role so you have an amazing first 90 days. And if you continue to work with us, we will pivot to honing your executive presence and leadership effectiveness.

Résumé and dossier: The résumé-writing process is highly collaborative, and you will work closely with your coaching team during this time in order to highlight and extract all the important details that will go into your résumé, etc. This process usually takes 1-2 weeks from start to finish if you complete your assignments on-time.

We recommend that you follow the weeks outlined in our Kajabi courses. The modules supplement the career coaching. It's never too early to start watching the Kajabi modules. The link to register for Kajabi will be posted in Workplace, our collaborative platform. Begin watching the videos before you jump on your first call with Cara.

Workplace: Workplace is a professional collaborative platform for colleagues to work together, hold discussions, and synch up. We use Workplace because it helps us help you and also because it gives many of our cohort members, who are unfamiliar with this type of platform, a chance to acquaint themselves with a type of platform that is becoming increasingly commonplace across companies. Our instance in Workplace is under the banner of the International Association of Career Coaches (IACC)®.

Taking a Pause: We do not encourage nor allow people to take a pause. That said, life has a way of throwing us curve balls. If there's an emergency, we invite you to approach us straight away and to be as candid as possible. Fair warning: since we serve a limited number of people at a given time, we cannot guarantee placement in our cohort at a time when you would like to restart. Please contact us to discuss the details and to schedule and confirm a restart date.

Missed Payments: You have authorized scheduled monthly payments as outlined above. Sometimes payments are missed, in which case we will send you a quick reminder to pay the invoice within five (5) days.

Refunds: In the many years we've been coaching, we've only had a small number of cohort members request a refund. To say it's rare is an understatement. We may issue refunds on a case-by-case basis provided we receive requests within five (5) calendar days of your kick-off call. No refunds will be issued after your first week of coaching or after you have begun working with your personal and dossier coaches, whichever occurs first.

Privacy: Information shared during private meetings, office hours, in email correspondence, and on our online platforms will remain confidential. Some cohort members are in stealth mode. If

you would like to maintain your privacy on Workplace, consider creating a username that is your first name and last initial instead of your full surname and turn your camera off before joining office hours.

Intellectual Property Rights: Modules and dossier documents, such as résumés, are the intellectual property of Ready Reset Go. The sharing or distributing of these materials is only permitted with written consent.

P.S. TOUGH LOVE CLAUSE: If you pay and ghost us (we send you posts/emails and we don't hear back from you after two attempts), we will assume you no longer want our help. We'll donate all remaining investment dollars to charity. The intent is to make you accountable for your job search and to continue moving forward for your own career, your future. This is our tough love clause and it is absolutely firm. All in love and support to you.

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