

## Client Guidelines for Effective Virtual Conversation\*

- Ensure that you have privacy for the meeting. Consider using a headset if needed so that only you can hear the other participants.
- Know that our session will not be recorded. We ask that you confirm that you will not record the meeting in any way.
- We ask that you refrain from communicating (no text, email, phone call or private chat) with your spouse outside of what's happening during the video conference so that the professional team is best able to help you through the process.
- Feel free to ask for a break at any time. If you need to speak with your attorney or the coach, please ask for a break.
- Know that you will be able to meet privately with me and/or your attorney during the meeting.
- If you are having any difficulty with the process, please let the coach or your attorney know.
- During a virtual meeting it's especially important not to speak over each other and to be respectful when someone else is speaking to hear them out. The coach will make sure everyone has a chance to speak.
- The coach will be watching for cues and that if you do not feel heard, you should speak up.
- Bring a non-alcoholic soothing drink or some food to the meeting to keep your energy up.
- Ask for any help or clarification regarding the technology, documents, etc.
- Always remember this is your process.
- Send the coach and your attorney the best number to reach you in case of a technology glitch.
- Know that you can email your coach or attorney during the meeting.
- Know that your coach and attorney are available before or after the scheduled meeting to be a resource to you.

\* **Send a copy of these guidelines to the clients before the first meeting to help them feel prepared.**

**Signature**

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