

ONLINE Session for Hypnosis/NLP Client Checklist

- 1. Prepare for Session. Review Daily Activity, Planning
- 2. Resend reminder email message with link night before/day of session
- 3. Set up room - Easel with paper pens or Thinkboard with dry erase pens & eraser
- 4. Check Green Screen with online platform and select background
- 5. Check Lights - Front, Above, Side - Plug in 15 minutes early (check window light)
- 6. Computer: Set up PowerPoint (30 min before) "Welcome/Your Session Begins at Time _ "
- 7. Log into Online Meeting Tool (i.e. Zoom), Check screen name, Share screen PowerPoint
- 8. Arrange paper pad, client file, and pens on desk in front of computer
- 9. Move anything not about client to bookshelf, drawing pens in art bag
- 10. Set tea on hot pad and bottle of water to right
- 11. Check appearance - Powder shiny face, lip stuff, brush teeth, comb hair, personal needs
- 12. Make sure clothes work (no green for green screen, watch shiny for moiré pattern)
- 13. Notify Family Members, Room/Office Mates, Post Sign on Door not to ring bell
- 14. Go in Office - Close Door - Meditate - 15 minutes
- 15. Start Session - Close share screen, Power Point, Unmute, Smile, Click on Zoom Camera

TIPS

- Greet Client in a Friendly Manner - Watch expressions - serious/stressed
- Look in Camera. You want to be looking up rather than down. Watch out for neck wrinkles.
- Lights - Find most flattering lighting. Careful of sunlight. Even lighting is best.
- Sound/Music - Set background music on screen for client to hear. Do ear buds help?
- Speaking - Pace Client - Help me move at the best speed for you. Not too fast or too slow."
- Make-up & Hair - Front most important. Power for shine. Neutral lip color. Blush for color.
- Dress Business Appropriate - Professionally, No PJ's for business, Wear bottoms.
- Distractions - Neaten room and desk. Turn off devices with sounds. Kids & Pets out of room.
- Don't touch face or hair. Use tissues to scratch nose.
- Record on Zoom, computer, iPad, iPhone (i.e. Recorder Plus, etc.) email to client if agreed

Session Steps

- Welcome the client. Preliminary Pleasantries.
- Explain how the session will go today to provide structure. Set time period for conversation, hypnosis, and debrief (i.e. whole session 60-90 min.) My goal is to be flexible ...
- Listen and let client just talk about what she/he is looking for. Get points on how the program or session can be a fit for them.
- Set and maintain rapport. Use client's maps. Key words, posture, breathe, predicates, etc.
- Explain about session options (i.e. Hypnosis, NLP, EFT, Coaching, etc.)
- Outline your background. Ask if any questions they have about you.
- Review Areas of Focus and Intake Form
- Discuss confidentiality and security. Discuss recording.
- Ask for permission to guide to relaxation. (Discuss touching hand before hypno/nlp.)
- Design the client session: "How do you want me to be with you in our sessions?" (i.e. direct, authoritative, gentle, creative, faster, slower. etc.) You will help us both by giving me feedback on what is working, or not working.
- Discuss ongoing communication, email, mail, phone, text, etc.
- Fill out Intake and Financial Agreement forms, discuss late or missed appointments.
- Receive money for the session/s. (Arrange to prepay on Paypal or Credit Card, Venmo)
- Ask questions and collect information on their wants, needs, and challenge (problem).
- Use intake questions. (It's ok to take notes and do ask permission.)
- Get desired and well-formed outcome using your Famous Friends WWWWH\$AI.
- Decide on Actions and Proceed.
- Fill out on the Progress Form on Process used and Add Notes on Session. (SOAP)
- Set up the next appointment in calendars (yours and theirs).
- Talk about client's goals to move forward, set action steps and get commitment.
- Talk about the issue of commitment, about learning and reinforcing new habits, and about change taking time. Acknowledge some days will be better than others and recommitting.
- Emphasize what They Accomplished Today! Thank them.

Online Tips - How to Mess Up an Online Session

Some ways to mess up an Online Session

Why bother with following the crowd?

You are a unique individual - no need to be informal.

After careful study, watching presentations, and sessions, I have discovered a number of minor annoyances, but, "Hey! It's all about money, fun, and us, right?"

Here are best ways to annoy your audience:

- Open the session early and get dressed (clients probably aren't looking).
- After client enters session, adjust the Pointer "arrow" on an odd place of the other person: Face, chest, or vital places and park it there.
- Look at your books and scripts and make notes instead of looking at person
- Rattle paper, pens and objects in front of the computer
- Fill screen with political images and be sure to share your view
- Keep screen on you the whole time - Leave out fun images
- Keep outside devices on, such as cellphones, iPad/tablet, and alarms
- Leave your mail on, so it "dings"
- Keep a straight face and never smile
- Use strong facial expressions - try stressed and judgmental faces
- Eat. Enjoy slurping soup, crunching chips, and downing a "cold one"
- Keep dental floss handy that that nut between your teeth
- Move your lips like your talking, but don't talk (they'll think your volume is broken)
- When they turn up their volume, then start talking. (Pure fun)
- Talk gibberish. Speak in another language, but say "Then Number 2", laugh every now and then
- Pretend there's a bug on the screen, let your eyes go all over, then pretend to hit the bug
- Accidentally look down and go "Ah! Mouse" Then jump on your chair. It's about fun.
- Tell your audience you really need to go. Then go to the bathroom (without muting)
- Keep windows open, especially if sirens are constantly going.
- Do sessions from a local Starbucks parking lot to use their internet.

- It's okay to pop vitamins and medication during the session
- Look anywhere, but in the camera
- Humm while the client is talking
- Play annoying music playing in the background
- If you have a green screen, wear green so your body disappears and your head floats
- Wear you fireman helmet or other fun hats
- Sloppiness is a sign of individuality, so be free
- Use *uck every three senses or sh*t for emphasis every three sentences
- Slouching is cool in the chair
- Mumble a lot
- Don't know how to use the program? It's ok. Just use their session time to try to figure it out. You can learn the program and get paid for your time.
- Refer to anonymous groups or "as they always say" without any reference
- Distractions like kids and animals are fun in the background
- Having camera pointed at a bathroom door is okay. (Everyone has a bathroom, right?)
- Bikini or scantily clad photos of you and your partner visible
- Backgrounds should be fun. Let people see what is in your closet.
- Answer the door when the Amazon delivery or mail person rings the doorbell
- Kitchens are great places, because you can do the dishes while holding a session and check on the cake in the oven, while putting away dishes.
- Dress comfortably, and it's okay to have short shorts on. (After all they only see the top half.)
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