



Functional Nutrition Coach (FNC): Responsibilities

The Energy Recharge Coaching (ERC) program is designed to take clients step-by-step through a personal transformation process built around identifying each client's current status, setting targets for rejuvenation, and helping the client achieve his or her goal. ERC silver and gold members will be placed into small groups (no larger than 6 members) and each group will be assigned a coach.

Coaching Responsibilities:

- ❑ **(For your knowledge):** All ERC clients will complete a consent form prior to being given access to the ERC membership area, so know that this is taken care of prior to the program beginning.
- ❑ **Lead a minimum of 2 Open Office Hours with FNC calls** for ERC members throughout the year to answer questions and provide coaching to anyone in the ERC program. These times should be scheduled at the beginning of the year, but can be adjusted as needed.
- ❑ **All ERC members in your group):** Complete a "Private Comprehensive Initial Consultation" with each ERC member in your group (90-minute call). ERC members should complete their "Getting to Know You" assessment form before this call. **Each of your ERC group members is responsible for forwarding his/her online assessment/evaluation receipt copy e-mail to you (remind your group members of this as often as possible).**
- ❑ **(All ERC members in your group):** Offer and conduct "10 Small Group Spotlight Coaching" Q&A calls spread throughout the year (90 minutes max, depending on size of group; Approx 15 minutes/person).
- ❑ **(All ERC members in your group):** Read and respond to the "Weekly Online Progress Journal" for each member in your group – at most 5 minutes per person, usually much less. **Each of your ERC group members is responsible for forwarding his/her journal to you via e-mail (remind your group members of this as often as possible).**



Coaching Responsibilities (continued):

- ☐ **(Gold level ERC members in your group):** Schedule 10 "Private Progress and Planning" (one-on-one) coaching calls with any Gold members (30 minutes/call).
- ☐ Encourage communication between group members via Facebook group (<http://www.drritamarie.com/go/ERCFacebook>) or e-mail.
- ☐ Offer communication in between meetings (optional).
- ☐ **Attend monthly FNC meetings with Dr. Ritamarie** to check-in, discuss progress, and address concerns.
 - ☐ If you are not able to attend the FNC meeting, **please let me know ahead of time.** If you can attend, but you will be late or need to leave early, please let me know this, also.
 - ☐ If you are not able to attend the call, within 48 hours, **please provide me with a detailed accounting of each person in your group.** If you have any questions or insights, this is the place to provide me with an update on each client. I will then respond, as necessary, with my thoughts and suggestions.
 - ☐ I get to better know our ERC participants through my interactions with you. Whether by written communication or talking with each other on the calls, we can help our clients as they seek us out to get to the root of their symptoms.