

How to begin online counselling with Nichola Woodward

1. Send me a short email containing no more than 5 sentences about yourself and the problems you want to explore (nichola@orchardtherapy.co.uk). Also let me know if you would prefer to work with Skype video or instant messaging and whether you will be using a personal computer or a shared/work one.
2. I will send you an email in return, checking I understand your problem and letting you know how I think we can work together.
3. If you are happy to proceed, I will send you an agreement and a “before we begin” form. Once these are completed (the agreement requests your date and time availability) and payment has been made (details of internet bank transfer is included in the “before we begin” document), we will agree our first session.
4. At the time agreed, I will send you a message inviting you to start the session. There will be a window of 15 minutes when I will be available, if you do not make contact within this time I will end the session and you will be charged for this.
5. In the event of internet problems, please text me on **07867 500275** either before, or within 15 minutes of the start of the session. Once I receive this we will agree a new session date and time and you will not be charged for this. I will contact you in the same way if I am having internet connection problems.

