

Welcome!

As Coach Pete Carroll states, "Each person holds so much power within themselves that needs to be let out. Sometimes they just need a little nudge, a little direction, a little support, a little coaching, and the greatest things can happen."

Coaching is a life changing experience where you will have the opportunity to explore thought, experiences, and challenges you are currently facing. Our goal will be to examine how we can make you a stronger leader that provides support, guidance, and calm in times of change.

Personally, the journey of coaching has had a wonderful impact on my leadership style and ability. There have been times where my thoughts were challenged and with self-reflection, learned there is plenty of room to grow. My hope is that we have those same experiences, and you leave our engagement stronger and more capable to deal with the challenges you face.

I am excited to begin this journey with you and encourage you to review this packet with excitement as we begin this engagement together.

Sincerely,



Jason R. Weber

Executive and Professional Coach

SLI Coaching and Consulting, LLC.

## What is Coaching?

The International Coaching Federation (ICF) defines coaching as partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential. Coaches honor the client as the expert in his or her life and work and believe every client is creative, resourceful and whole. Standing on this foundation, the coach's responsibility is to:

- Discover, clarify, and align with what the client wants to achieve
- Encourage client self-discovery
- Elicit client-generated solutions and strategies
- Hold the client responsible and accountable

<b>Coaching</b>	<b>Mentoring</b>	<b>Consulting</b>	<b>Therapy</b>
Is focused on a person's present & supports them into creating a more desirable future	Is focused on skill development & knowledge sharing	Is focused on business problems & provides strategy, structure and methods to solve them	Is focused on resolving and healing trauma from the past
An equal partnership where the coach evokes new ways of thinking and being and the client is responsible for determining their own answers and creating their own solutions	A teaching-oriented relationship where the mentor is responsible for providing both guidance and solutions	An expert service provider relationship where the consultant is responsible for providing recommended solutions	A mental health service provider relationship where the therapist provides both thought-provoking questions and recommended solutions
Value is in the coach's expertise in the coaching process and communication (listening questioning) skills, and in their ability to facilitate awareness and change	Value is in the mentor's past experience and their ability to transfer knowledge to others	Value is in the consultant's ability to evaluate a problem, design a viable solution and guide others in implementing the solution	Value in in the therapist's ability to diagnose and treat therapeutic issues and emotional blocks

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## Coaching Agreement

### 1) Coach-Client Relationship:

A. Coach agrees to maintain the ethics and standards of behavior established by the International Coach Federation “(ICF)”. [www.coachfederation.org/ethics](http://www.coachfederation.org/ethics). It is recommended that the Client review the ICF Code of Ethics and the applicable standards of behavior.

B. Client is solely responsible for creating and implementing his/her own physical, mental and emotional well-being, decisions, choices, actions and results arising out of or resulting from the coaching relationship and his/her coaching calls and interactions with the Coach. As such, the Client agrees that the Coach is not and will not be liable or responsible for any actions or inaction, or for any direct or indirect result of any services provided by the Coach. Client understands coaching is not therapy and does not substitute for therapy if needed, and does not prevent, cure, or treat any mental disorder or medical disease.

C. Client further acknowledges that he/she may terminate or discontinue the coaching relationship at any time.

D. Client acknowledges that coaching is a comprehensive process that may involve different areas of his or her life, including work, finances, health, relationships, education and recreation. The Client agrees that deciding how to handle these issues, incorporate coaching principles into those areas and implementing choices is exclusively the Client’s responsibility.

E. Client acknowledges that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association and that coaching is not to be used as a substitute for counseling, psychotherapy, psychoanalysis, mental health care, substance abuse treatment, or other professional advice by legal, medical or other qualified professionals and that it is the Client’s exclusive responsibility to seek such independent professional guidance as needed. If Client is currently under the care of a mental health professional, it is recommended that the Client promptly inform the mental health care provider of the nature and extent of the coaching relationship agreed upon by the Client and the Coach.

F. The Client understands that in order to enhance the coaching relationship, the Client agrees to communicate honestly, be open to feedback and assistance and to create the time and energy to participate fully in the program.

**2) Services:** The parties agree to engage in a **month** coaching engagement through (describe method(s), e.g., in-person, internet, telephone) meetings. With a minimum of a 3 month commitment, the Coach will be available to the Client throughout the engagement for check in sessions / questions that may arise. This will be offered at no additional cost. Should those check in calls become frequent (more than 1x a week), then a fee may be assessed. This will be discussed between the Coach and the Client.

**3) Schedule & Fees:** This coaching agreement is valid as of **00/00/0000**. The fee is **\_\_\_\_\_** (amount in advance if applicable) and/or **\_\_\_\_\_** (amount) per month based on (frequency of meetings such as # of meetings per/ wk, month, etc.).

The calls/meetings shall be **60 minutes** in length. If rates change before this agreement has been signed and dated, the prevailing rates will apply. Additional charges may be applied should sessions continue over the 60 minute engagement.

#### 4) Procedure:

The time of the coaching meetings and/or location will be determined by Coach and Client based on a mutually agreed upon time. The Client will initiate all scheduled calls and will call the Coach at the following number for all scheduled meetings **Cell: +1-806-507-2046**, OR, the client will join the shared Zoom link provided by the Coach. If the Coach will be at any other number for a scheduled call, Client will be notified prior to the scheduled appointment time.

**5) Confidentiality:** This coaching relationship, as well as all information (documented or verbal) that the Client shares with the Coach as part of this relationship, is bound by the principles of confidentiality set forth in the ICF Code of Ethics. However, please be aware that the Coach-Client relationship is not considered a legally confidential relationship (like the medical and legal professions) and thus communications are not subject to the protection of any legally recognized privilege. The Coach agrees not to disclose any information pertaining to the Client without the Client's written consent. The Coach will not disclose the Client's name as a reference without the Client's consent. *Confidential Information* does not include information that:

- (a) was in the Coach's possession prior to its being furnished by the Client;
- (b) is generally known to the public or in the Client's industry;
- (c) is obtained by the Coach from a third party, without breach of any obligation to the Client;
- (d) is independently developed by the Coach without use of or reference to the Client's confidential information; or,
- (e) the Coach is required by statute, lawfully issued subpoena, or by court order to disclose;
- (f) is disclosed to the Coach and as a result of such disclosure the Coach reasonably believes there to be an imminent or likely risk of danger or harm to the Client or others; and
- (g) involves illegal activity. The Client also acknowledges his or her continuing obligation to raise any confidentiality questions or concerns with the Coach in a timely manner.

According to the ethics of our profession, topics may be anonymously and hypothetically shared with other coaching professionals for training, supervision, mentoring, evaluation, and for coach professional development and/or consultation purposes.

**6) Cancellation Policy:** Client agrees that it is the Client's responsibility to notify the Coach of any schedule conflicts a minimum of **12** hours in advance of the scheduled calls/meetings. Notification can be in the form of text message, email message, or voicemail. If the Client does not show for a scheduled engagement and does not advise the Coach of any conflicts, the Client will forfeit that session and will be responsible for the full payment of that engagement.

**7) Termination:** Either the Client or the Coach may terminate this Agreement at any time with **1 weeks** written notice. Client agrees to compensate the Coach for all coaching services rendered through and including the effective date of termination of the coaching relationship.

**8) Limited Liability:** Except as expressly provided in this Agreement, the Coach makes no guarantees, representations or warranties of any kind or nature, express or implied with respect to the coaching services negotiated, agreed upon and rendered. In no event shall the Coach be liable to the Client for any indirect, consequential, or special damages. Notwithstanding any damages that the Client may incur, the Coach's entire liability under this Agreement, and the Client's exclusive remedy, shall be limited to the amount actually paid by the Client to the Coach under this Agreement for all coaching services rendered through and including the termination date.

**9) Entire Agreement:** This document reflects the entire agreement between the Coach and the Client and reflects a complete understanding of the parties with respect to the subject matter. This Agreement supersedes all prior written and oral representations. The Agreement may not be amended, altered, or supplemented except in writing signed by both the Coach and the Client.

**10) Dispute Resolution:** If a dispute arises out of this Agreement that cannot be resolved by mutual consent, the Client and Coach agree to attempt to mediate in good faith for up to **30 days** after notice given. If the dispute is not so resolved, and in the event of legal action, the prevailing party shall be entitled to recover attorney's fees and court costs from the other party.

**11) Severability:** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If the Court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

**12) Waiver:** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

**13) Applicable Law:** This Agreement shall be governed and construed in accordance with the laws of the State of Texas, without giving effect to any conflicts of law's provisions.

**14) Binding Effect:**

This Agreement shall be binding upon the parties hereto and their respective successors and permissible assigns.

Once this agreement has been signed by both parties, a copy will be emailed to the client at the email address provided. The Coach will also retain a signed copy of this agreement for a period of no more than 3 years after the conclusion of the signed agreement.

**CLIENT:**

Client Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Client Company / Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Coach and Address:**

Coach Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Company / Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_