

Coaching Agreement

True Course Subscription Channel



Select Coaching Package (check box):

| One Coaching Session per Month | | | | | | |
|--------------------------------|---|------|--|--------------------------------------|-------------------------|----|
| Category | Fee | | Payment Terms | | | |
| Coaching | \$99/month (minimum of 6 months) | | Automatic recurring monthly credit card charge | | | |
| Term of Service | Monthly auto-renew subscription. Minimum of 6 months. | | | | | |
| Sessions | Frequency Monthly: | Once | Meeting Time(s): | Scheduled monthly via Timetrade link | Session Length Minutes: | 30 |
| Contact Means | At the time of your session, please call | | | 254.300.5443 | | |

| Two Coaching Sessions per Month | | | | | | |
|---------------------------------|---|-------|--|--------------------------------------|-------------------------|----|
| Category | Fee | | Payment Terms | | | |
| Coaching | \$149/month (minimum of 6 months) | | Automatic recurring monthly credit card charge | | | |
| Term of Service | Monthly auto-renew subscription. Minimum of 6 months. | | | | | |
| Sessions | Frequency Monthly: | Twice | Meeting Time(s): | Scheduled monthly via Timetrade link | Session Length Minutes: | 30 |
| Contact Means | At the time of your session, please call | | | 254.300.5443 | | |

1. Your coach, agrees to:

- a. Provide coaching with excellence and professionalism.
- b. Comply with the ethical standards of the International Coach Federation. See: <http://coachfederation.org/about/ethics.aspx?ItemNumber=850&navItemNumber=621>
- c. Meet with you for a time and frequency specified on page one (1) of this agreement and confer by phone and email as needed.
- d. Utilize the Birkman® Method with you (fees specified on page 1 of this agreement).

- e. Maintain confidentiality. Confidentiality is of utmost importance, and must be respected by both your coach, and you, as a client.
 - i. Your coach is not free to share the identity of those people he/she is coaching.
 - ii. The information shared during the sessions belongs exclusively to you and will not be shared with any outside party.
 - iii. Coaches do not have the legal privilege to confidentiality that may apply to attorneys, etc. Exceptions to the holding of confidentiality in a coaching relationship include circumstances such as: cases involving illegal activity; action pursuant to valid court order or subpoena; cases in which the imminent or likely risk of danger to the client or others exists; and/or other circumstances of a legal nature or threats to the safety of persons.
 - iv. This confidentiality agreement is subject to all laws in this state regarding this kind of relationship.
 - v. Any disclosure (beyond item 1.e.iii above) may be done only with your express written permission (see item 2.k. below).

2. You, the client, agree to:

- a. Provide all fees, in advance of services, according to the terms indicated on page one (1) of this agreement.
- b. Enter into the experience with the understanding that you are responsible for creating your results.
- c. Complete the Birkman Questionnaire and receive feedback (as specified on page 1 of this agreement).
- d. Schedule and protect the coaching appointment as a very high priority.
 - i. Let others at work and home know that you will be unavailable during these sessions.
 - ii. Do whatever is necessary to free yourself to focus on the issues and interactions during the time allotted (use a location with no traffic, close your office door, have all phone calls redirected, turn off cell phones, close all email functions, avoid trying to multitask, etc.).
 - iii. For your safety and the quality of your session, please, no coaching calls **in a moving vehicle** or where cell connections may be poor.
- e. Initiate each coaching session by calling your coach, on time, through the means specified on page one (1) of the agreement. If you are frequently late, your coach will request the opportunity to coach around this issue.

- f. Give 48-hours notice should you need to reschedule, knowing that rescheduling is subject to the service provider's availability. If rescheduling or missing sessions altogether is recurrent, I will request the opportunity to coach around this issue.
- g. Complete all assignments on time and as agreed.
- h. Be honest and open with your coach. Such honesty and openness includes communicating any needs you may have to be fully satisfied with the coaching relationship.
- i. Participate in activities of reflective practice as guided by your coach.
- j. Participate in formative evaluations of the coaching experience.
- k. Allow True Course and J. Michael Godfrey to utilize anecdotal information from your experience as an educational case or as a part of composite stories for educational purposes only. I understand that names and any identifying information will be changed to protect my anonymity.

3. Understandings:

- a. Accreditation as a coach: Coaching hours will be counted toward the required number of coaching hours needed for your coach to gain additional credentials from the International Coach Federation (ICF). Your signature on this Agreement permits your coach to report these coaching hours to the ICF. The ICF also agrees to keep this information confidential for all of its clients.
- b. Your coach, will:
 - i. Provide a safe environment where you can explore any "wild" ideas, problems, or areas of your life.
 - ii. Utilize questions, precisely formulated and placed, to assist you in clarifying issues and problems, and in developing an action plan for success.
 - iii. Help you devise accountability plans that will most motivate you to achieve your dreams and goals.
 - iv. Use a variety of tools including the Birkman® Method and other worksheets to assist you in discovery and strategy development for achieving desired results.
 - v. Expect you to set the agenda and will ask you what you want the focus of the coaching time to be. Through a process of structured conversation, your coach will ask questions intended to guide you through processing your thoughts, gaining clarity, and developing a plan of action to address the issue(s) of interest.
 - vi. Generally, resist the impulse to share personal experiences, knowledge, and expertise as they may or may not be relevant to your situation. On occasion, if the process stops generating options for addressing the issue, your coach may offer ideas that he/she has seen or used for addressing a similar issue. The objective is to help you "figure it out" from your knowledge and experience base.

- c. Your coach is not a therapist, counselor, attorney, business consultant, or financial consultant. No conversation in the coaching relationship should be construed as such. Should the help of such professionals be needed, an appropriate referral will be made.
- d. **Between Sessions:** If you have a personal problem, are disturbed with something (even related to the service your coach is providing), have a challenge through which you would like to work, are just starting to realize something big, or can't wait to share a shift or a success, call or e-mail your coach. There is no additional charge for this time, since we enjoy providing this added value. However, we do ask that phone calls be held to 10-15 minutes each in length, please.
- e. Clients are accepted by True Course on a referral basis. We encourage and appreciate such referrals. For each referral you may provide, who engages True Course services, you may claim two 45-minute sessions of coaching for yourself at no charge to you.
- f. Coaching sessions are non-transferrable.

Client Acknowledgment and Agreement

By signing this document, I acknowledge that I have read, understand, and consent to all of the above statements. Further, I agree to indemnify and hold True Course and Dr. J. Michael Godfrey, his agents, heirs, successors, and assigns, harmless from any claims, demands, or causes of action that might arise out of work performed in connection with this agreement.

I understand that I am responsible for payment of the total fee for the term of the agreement payable to True Course as indicated above in payment terms.

I understand that the term of service is the number of sessions or time period of the agreement, whichever comes first. To assist me in making my coaching sessions a priority, any unused sessions at the conclusion of the time period of the agreement will be forfeit and full payment for the agreement required. Coaching sessions are non-transferrable.

I understand that a 48-hour+ notice of needed schedule changes is requested and I may reschedule the session. I understand that without a 24-hour+ notice to reschedule, the session and the session fee are forfeit. If I desire to schedule an additional session sooner than my next regularly scheduled session, this will be charged against the total number of sessions in my agreement. Accommodation will be made for unavoidable emergencies or sickness.

Signature:

Date:

Email:

Submit the form via email by clicking the button below, or by saving this file and manually sending the form via email to discover@discoveryourtruecourse.com.