

## Client Coaching Agreement & Expectations

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Date of Birth \_\_\_\_\_

How did you learn about \_\_\_\_\_ Life Coaching?

Newsletter \_\_\_\_\_ Friend (name) \_\_\_\_\_

Advertisement \_\_\_\_\_

Other \_\_\_\_\_

### Session Fees: \$90 per 60 minute Session

1. As a client, I understand and agree that I am fully responsible for my physical, mental and emotional well-being during my coaching sessions, including my choices and decisions. I am aware that I can choose to discontinue coaching at any time.
2. I understand that coaching is a Professional-Client relationship I have with my coach that is designed to facilitate the creation/development of personal, professional or business goals and to develop and carry out a strategy/plan for achieving those goals.
3. I understand that coaching is a comprehensive process that may involve all areas of my life, including work, finances, health, relationships, education and recreation. I acknowledge that deciding how to handle these issues, incorporate coaching into those areas, and implement my choices is exclusively my responsibility.
4. I understand that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association. I understand that coaching is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment and I will not use it in

place of any form of diagnosis, treatment or therapy. If I am currently receiving psychiatric care, I will consult with my caregiver to ensure working with a coach is in my best interest at this time.

5. I understand that information will be held as confidential unless I state otherwise, in writing, except as required by law. I understand that if I reveal information that involves physically hurting myself or others, the coach must report such information and/or refer to mental health professionals accordingly.
6. I understand that certain topics may be anonymously and hypothetically shared with other coaching professionals or clients for training, educational OR consultation purposes and that Laurie McAnough will take great care to change any identifiable details to protect my privacy.
7. I understand that coaching is not to be used as a substitute for professional advice by legal, medical, financial, business or other qualified professionals. I will seek independent professional guidance for legal, medical, financial, business or other matters. I understand that all decisions in these areas are exclusively mine and I acknowledge that my decisions and my actions regarding them are my sole responsibility.
8. Because professional coaching is not considered medical consultation or treatment, health insurance does not apply.

**I have read and agree to the above.**

Client Signature \_\_\_\_\_

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

## **How We Will Work Together**

It's an honor to be working with you in this way and I look forward to our coaching relationship!

This is a co-creative relationship. I see us as equals and I encourage you to do the same. I am not a therapist, counselor or consultant. I am a trained coach, using practiced communication and listening skills to support you as a detached thinking partner. Together we create more power for you to effect meaningful change and take dynamic actions towards your forward movement.

Please understand, that if you're seeking to change something about yourself, it takes time. Most of my clients feel a positive shift as soon as the very first session. Unfortunately, that typically doesn't last as many of the thought and behavior patterns we develop are from as far back as childhood and are deeply rooted. Much like the time it might take to create a new path in a thickly wooded forest, the same is true for building new neural pathways in our brain. We will be working on new ways of reacting, responding and perceiving your life. So like the pushed aside branches that snap right back into place the first several times of forging a new path, you will likely revert back to old ways of being and experiencing in the beginning. At that same time, you'll begin to become aware of the elevated choices and options available to you in each moment and over time, it's amazing to see how your life and relationships begin to elevate and evolve. If you're serious about change, decide to make a commitment to coaching. Depending on your situation, the following are typical choices people make for series of sessions:

- Weekly sessions for 1-3 months (recommended if you're seriously struggling with a major life/work/emotional situation)
- Sessions every 2 -3 weeks for 3 months (recommended for those who have a general feeling of being stuck and/or unfulfilled personally or professionally and are committed to forward movement.)
- Monthly sessions (recommended for those looking to make targeted changes or continue the work they have started during the more frequent series of sessions.)
- A session every few months (recommended for those looking to touch base, connect and maintain their momentum by continuing to challenge themselves.)

### **Your Role**

- Make our coaching sessions a priority. You have chosen to invest in yourself. Please take time before each session to complete and email the session prep questions I will provide you by email. Use it as a template to create a new email for your responses for further appointments. The most crucial part is for you to

have an idea of what you'd like to take away from the session. Coaching is strongly based on the client's agenda.

- Please arrive to every session on time.
- Come to your session centered and be open-minded. Be willing to change your beliefs and patterns if they do not serve you anymore.
- Give me feedback in the moment about your coaching experience –what works as well as what doesn't. Do not ever worry about hurting my feelings or fear what I might think. I am here to support you not judge you or make decisions for you. If something I say does not resonate with you, I want to know about it.

### **My Role**

- I will listen closely to you, respond to what I hear and ask questions. If I hear something in your voice or body language that sparks an intuitive idea, thought or image, I'm likely to share it and ask you questions about it. Often it is these small nuances that create the bigger shifts for clients. Remember, if it doesn't resonate, tell me. I'm not attached to being right.
- At the end of the session, if you do not mention what actions you are ready to take, I will make a coach request. I ask clients to stretch themselves, deepen the work done in the sessions by either journaling at home, taking a defined action, resolving relationships or tackling things that feel incomplete. You are free to negotiate, accept or decline. Most of the work will be in regards to self-awareness and powerful choice.

### **Extra Time**

- Between sessions, if you have questions, a brief update, or want to bounce some ideas around, please contact me by email. Please keep these contacts succinct. If it seems like it will be better served as session material, I'll suggest that.

### **Fees**

- I accept checks made out to Access Your Power as well as credit cards. If your sessions are by phone, I'm happy to send you a PayPal link. My fees may be tax deductible as a business expense. Please check with your CPA.

### **Schedule Changes**

- Please give our session high priority and arrange your schedule to honor our agreed upon time. If you must reschedule, I ask you to give me 24 hours notice or as soon as you are able. I will not reschedule no-shows. Because I am holding an appointment for you and will be unable to fit another client in with less than 24 hours notice, a \$50 session fee will be charged for sessions canceled at the last minute. Emergencies are an exception.

I'm looking forward to our coaching relationship!