

Coaching Group Agreements Between client and coach

Health Promotion Coaching & Academic strategy work

Createwithlynda.com

Date: _____

Last Name: _____

First Name: _____

Address: _____

City: _____ Province/State: _____

Postal Code or zip code: _____

Date of Birth: _____

Home number: _____ Cell #: _____

Skpe account if applicable for calls: _____

Personal email you would like me to use to forward coaching follow-up notes which are sensitive:

Significant other if applicable: _____

Children: _____

Occupation: _____

Emergency contact: _____

Is there any other information that you would like me to know about you that will help us develop a coaching partnership?

Release of name to the international coach federation

Your coach requests your permission to keep a confidential record of your name, phone number and email address to meet the requirements of credentialing by the **international coach federation (ICF)**.

These requirements include documenting the extent of coach's experience in terms of numbers of clients and numbers of hours of coaching service. This information will be submitted to ICF as part of the credentialing process and will be held within secure files of the ICF. You may be contacted by the ICF in the future to confirm that you were a client of this coach, but you will never be asked to discuss the content of your coaching sessions.

Signature indicates you agree to the above request.

Date

COACHING AGREEMENT between coach and client

Lynda McLeod BScN MALT CPCC

www.createwithlynda.com email: createwithlynda@protonmail.com or l.j.mcleod@shaw.ca

250-884-3896

Certified Creativity Coach (KMCC)

Certified Professional Co-Active Coach (CPCC)

Certified Lucid Living Great Story Coach

The following **Coaching Agreement** provide a starting place for the coaching process and partnership. We may add or remove some of the agreements after discussing the document and/or as the relationship grows. This coaching agreement is between, **the coach** Lynda McLeod and the

client_____.

This coaching agreement will begin on _____date.

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 and 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 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. Rates: sliding scale

Academic strategy coaching probono rate -my services have been approved by student aid BC highest pay level.

Health promotion coaching sliding scale –

Two sessions month For one session \$175 month. Or book two for \$300.00

1 hour 30 minutes which includes **graphic facilitation, coaching follow-up notes and monthly Lynda's links** therefore sessions last 1 hour and 15 minutes.

The monthly fee is payable **in advance** due on the **first day** of the month. Paying in advance monthly solidifies your commitment to the process and books a space for your practice. This respects my work as your partner as well.

3. Making a commitment to self-care:

I have found that making a commitment to oneself and shifting to self-care is a real CHANGE.

Therefore, it is highly recommended that NEW clients commit to a minimum of 2 coaching sessions a month for 3 months (6 sessions) to give an opportunity to push through the hard parts of doing inner work and experience REAL change. Learning the spiritual framework and the principles of coaching can then be a tool to take forward. However, the client is the expert of their HEALTH and needs to design the approach that will be helpful for healing. When clients terminate coaching in the **messy middle** unfortunately, sometimes this becomes another part of their victim story.

4. My Role

MY ROLE is to serve you, NOT to please you, and say things that will make you like me. My job is to **hear** you and challenge the way you **see** the world. By scribing your thoughts that are running around in your head I will use powerful questions to expand your view and heighten your senses so that you can step into what you really want. I will be authentic, honest, and real and will not hold back.

I expect the same from you. I have a daily practice to continue my work so that I can be truly present with you each coaching session. I truly believe you are **creative, resourceful, and whole** the answers are within you.

5. The Coaching PROCESS

We can coach zoom face to face and/or on the phone and will confirm the time just before our meeting. If we are coaching via phone you (the client) will initiate the call.

6. Coaching 1:1

I facilitate deep inner work by first connecting with the client and listening beyond the words or the story. I access my creativity and intuition to design the approach within the coaching principles that will uncover blocks

and present the answers that are congruent with the client's true self. Coaching is not advice, therapy, or counseling.

People use the magical process of coaching to address the following normal life

situations or challenges: change, transitions, coping strategies leading to addiction, overwhelm, health challenges (ADHD, anxiety, depression, panic), grief OR simply being stuck in old beliefs and repetitive stories. People come to coaching to address a nagging feeling inside that **LIFE is MORE THAN THIS. Coaching gives people the wakeup call that they can push open that trap door and live BIG.** This becomes a place where coaching helps the client dig deeper and find what they really want in life and **WHO** they need to become to get there.

- **Graphic facilitation:**

I use graphic facilitation to underscore thoughts, connect ideas and highlight stories that the client expresses. Clients get to see their ideas in color facilitating their own creative process heightening transformational learning.

- **Follow-up coaching notes:**

I send a concise summary of the coaching session in a qualitative like format theming what the clients has said during the session. Clients use this document as a guide for further reflection and to acknowledgment progress.

7. Confidentiality

Sometimes information that is shared may be specific and explicitly personal. Your willingness to be truthful will be treated with ultimate respect, as a special confidence. **The Coach** promises **the client** that all information shared with **the coach** will be kept **strictly confidential and no identifying content will be shared.** However, I may use parts of content to demonstrate what coaching is all about when confidentiality is not compromised.

8. Expectations from me

Throughout our working relationship the conversations will continue to be very direct and personal. You can count on me to be honest and straightforward, asking clarifying questions and making empowering REQUESTS.

The purpose of our interaction is to hold your focus on YOUR desired outcome and to coach you to stay clear, and in **action.**

I am committed to your transformation and will use rigorous self-management so that I can fully hold your agenda/topic and not mine. I will do this by calling it in the moment and asking for a pause to create a question to get back on track.

9. Expectations from you

When you see the coaching is not working as desired, you agree to communicate and take actions to return the power to the coaching relationship. You are responsible and accountable for the commitments you make to yourself between coaching sessions. I will not be checking up on these commitments. You set the agenda, we start the coaching session each time from where

you want to start. Therefore, you can not use your commitments as an excuse to not show up for coaching defaulting into a disempowering story.

Again, If the coaching process is not working I invite you to inform me in real time so that we can redesign our coaching agreements to facilitate movement forward.

10. Terminating the relationship

At the time you want to disengage from coaching, I would invite you to give me at least a week notice so I can arrange a final call so that we can terminate the coaching relationship by reflecting on your movement and celebrate your progress.

11. Payment:

- To solidify your commitment to coaching **please pay for the session(s) at the first of the month. Email transfer to createwithlynda@protonmail.com** Paying in advance monthly solidifies your commitment to the process and respect me as your coach and the space I have booked for you.
- When first learning about coaching I recommend that you book at least 6 sessions so that you can experience the process of coaching and what a difference it will make to your life.
- Upon completion of the three months, you can then make a more informed choice about what frequency of coaching fits with your progress and growth. The client and **Coach** agree to provide one another with a 30-day notice in the event it is desired to cancel further services.

12. Cancellation policy

- We are both committed and value the coaching time we arrange **at the beginning of the month. I will send you a notification to insert in your calendar as well as a gentle reminder at the beginning of the week.** If life gets in the way for you and you or I are unable to make a session, I would appreciate it if you could give me a **24-hour notice** so I can use the space to coach another client. If you cancel without a 24 hour notice you will be billed at the full amount except in emergencies.
- If you miss a coaching call, I will follow-up by calling you and you will forfeit your coaching session.

By signing below, you agree to keep these agreements, to regard our appointment time frames with respect, and to keep the coach informed as to what is needed to keep you moving forward. This is aligned with the core principles of coaching you are responsible for your healing and learning.

Both our signatures on this agreement indicate full understanding and agreement with the information outlined above.

Client

Date

Coach

Date