

COACHING/Academic Strategist work AGREEMENTs

I am a Certified Professional Co-active Coach (CPCC)

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*I am a member of both the **International Federation of Coaching (ICF)** & **The College of Registered Nurses British Columbia (CRNBC)**. I am bound by the code of ethics from both organizations.*

The following **coaching agreements** provide a starting framework for the coaching process. 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**. The agreed upon fee for coaching session is \$127.50 per session which works out to \$255 a month for 2 sessions.

Paying in advance monthly solidifies your commitment to the process and respects me as your coach and the space I have held for you. If you prefer to pay immediately after the session that works too. Please let me know what works best for you and we will agree to that payment structure.

NOTE: I have found that making a commitment to oneself and shifting to self-care is in itself a real CHANGE. Therefore, it is highly recommended that clients commit to a minimum of 2 coaching sessions a month for 3 months in order to push through the hard parts of doing inner work and experiencing REAL change and progress. Clients can then make an informed choice as to whether coaching is a fit for them or not. When clients terminate coaching in the messy middle unfortunately this may become part of a disempowering story.

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. 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 coach to continue my inner work so that I can be truly present with you each and every coaching session.

I truly believe you are **creative, resourceful,** and **whole** the answers are within you.

Coaching process:

We can coach 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.

My cell number is 250-884-3896.

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; change, transitions, overwhelm, health challenges, grief, healing/learning meaning making OR simply being stuck. Or, people come to coaching to address a niggling feeling inside that **LIFE is MORE THAN THIS**. 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 creative process heightening the process and seeing what stories and thoughts they are entertaining and in some cases believing as the truth.

- **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.

- **Lynda's Links**

As part of the coaching process I send out quarterly emails sharing what I am reading. I am wildly passionate about creativity, holistic health, learning, neurophysiology and great story coaching. I send a quick update on my learning so clients can use it to inform their journey or not.

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.

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.

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 and 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.

Terminating the relationship: At anytime you want to disengage from coaching I would ask 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.

Payment:

- To solidify your commitment to coaching I encourage you to **pay for the session(s) at the first of the month**. Paying in advance monthly solidifies your commitment to the process and respect me as your coach and the space I have held for you.

Cancellation policy:

- We are both committed and value the coaching time we arranged **every other or weekly sessions at the beginning of the month. I will send you a 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 **24-hour notice** so I can use the space to coaching another client.
- If you miss a coaching call, I will follow-up by calling you. If this happens the second time, I will not call 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.

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

Client

Date

Coach

Date