

I'm so excited that you have chosen to do something that is just for you, in order to grow into the person, you want to become. I'm also honored you have chosen me as your coach!

This coaching agreement will let you know what to expect from me as your coach and in this coaching experience. It also explains your role and what you will need to do in order to make the process successful in getting the transformation you long for.

## **As your coach, you can expect:**

- To maintain confidentiality.
- Create a safe space for you to explore where you've been, where you're at, and where you want to go.
- Be here to cheer you on, advocate for you, encourage you, and remind you, you are capable of creating the version of yourself you want to be.
- Challenge you to look at your current way of thinking, doing, and acting. You more than likely hired a coach because what you are currently doing isn't working. So, I will support and challenge you to try new things, new ways of being, and new ways of relating to yourself and the world around you.

## **As my client, I will expect you will:**

- Engage in the process with an open mind and heart and believe in the person you want to become is possible.
- Be open to my suggestions, feedback, challenges, and be willing to being honest when something is or isn't working for you.
- Own your progress and accomplishments, no change is too small.
- Be willing to engage in tasks/questions I may have you work on in between sessions. (What you put into this experience, is what you will get out of it).
- Sessions to be paid, prior to meeting. If not paid, session will be postponed until payment is received.
- Be on time for sessions, as if you are late, I will not be able to extend the time. I typically have other clients that are scheduled after your session.

## **Communication:**

- All coaching sessions will be held via Zoom unless otherwise planned. This format allows for a more cohesive and connective experience which is really important for coaching work.
- Outside of sessions, please email me anytime during the week regarding questions, thoughts, insights on what is going well and/or what you need clarification on in order to decrease frustrations and disappointments. If you have a specific question that should need a response prior to our next session, I will get back with you within 24 hours or the next business day.
- Social media is another way to connect into conversation around light-hearted topics in posts or messages. We will save the in- depth/personal conversations for our coaching sessions.

## **Confidentiality:**

- All information shared, discussed, obtained between you (client) and me (coach), will remain confidential unless written, verbal consent has been obtained.
- Client information may be discussed amongst Stand Tall Enneagram staff for sole purpose of coaching and growth experience for the client.
- This agreement also applies to testimonials the coach has obtained to use for promotional reasons only.
- If the coach feels the client is a danger to themselves or others, the coach is mandated to report such concerns in order to ensure safety. The coach will notify client of this prior to reporting.

## Cancellation/No Shows:

- Late cancellations and no shows (10 minutes or later) create an inconvenience and keeps from allowing someone else to schedule in order to utilize that time in accessing coaching support.
- I know unforeseen circumstances can arise and cancellation is necessary, so I request a 24hr notice prior to cancellation, to ensure the respect of the coach's time as well as honor other clients the opportunity to utilize that time slot that would benefit from a session.
- If an appointment is cancelled less than a 24-hour notice, unless it's an emergency, a \$25 fee will be due prior to next session scheduled.
- Client who no-shows 3x will no longer be able to schedule and a refund of sessions paid will be made, excluding 1 session.

## Referrals:

- If at any point during our time together, as your coach, I feel you need a higher level of care than what coaching is able to offer, services will be ended (with a refund) and a referral for more appropriate services will be made or offered to be made (ie, therapy, psychiatry and/or medical doctor) in order to ensure you get the support you need.

## Have Fun!

- This work can be hard and challenging, so having fun is non-negotiable! I hope and want for you to embrace what comes, find joy in the journey, an openness to grow into the person you want to become, and to trust in the process. You've got this!

I understand what I have read and I am ready to get started.

Signature:

Date: