

# EXECUTIVE COACHING AND WHAT TO EXPECT FROM ME AS YOUR COACH

## **My Clients are Great**

I know that you are great, all my clients are. I am blessed with the privilege of choosing my clients. I want and enjoy each one of them. They are all growing, successful and willing and I am assisting them to further their personal and professional lives. My clients do not need me; they want me in their lives to support them in getting from where they are to where they want to be. They know that it is easier when two people row the boat.

## **I Expect your Best**

If you are hiring me, then you are probably ready to do and be your best. And if you are not doing your best, I will ask that you do your best.

## **I will make Direct Requests**

From time to time I will make direct requests of you. A request is like a real-estate contract. You have three options. You can accept, you can negotiate for different terms (say what you can do) or you can say no (with an explanation).

## **I will give straight advice**

If I am sure of the situation, and you are open for it, I will share with you my thoughts and make specific suggestions on how to handle the situation. If I am not sure, I will say so. Always use the best of what I say and use your own judgment

## **I don't step over much.**

If I hear a funny tone in your voice, or hear you say something that I just cannot understand or seems off, I will question you about it. Often, it is these small movements that offer the chance to resolve something, or remove something that is standing in your way. However I will try not to confront but invite you to look at something deeper.

## **Expect lots of fieldwork**

I will provide fieldwork based on what is needed, where I believe gremlins need to be cleaned up, steps on goals that need to be taken and things that need to be done to take care of yourself. I will also work with you in developing fieldwork appropriate for you at the time. Often I will ask you to come up with goals, actions or breakthroughs to have between this call and next. If this is too much, let me know. If you want more, just ask.

## **You are expected to use me, not depend on me.**

As your coach, I am a resource and presence for you to use to your best advantage. I have an almost unlimited amount of compassion, strength and forgiveness for you and can share many distinctions and principles which will increase your success and add to the quality of your life.

## **I am here for you**

I want to hear it ALL. If you have a personal problem, are upset with something (even me or the coaching), are just starting to realize something big, or cannot wait to share a breakthrough, call me ANYTIME. I am your coach 24/7.

**In Closing:** If at anytime either one of us decides to discontinue the coaching relationship, the relationship will be immediately dissolved. YOU ARE AT FREE WILL. I am here to support, assist, mentor, guide and encourage you but all decisions and actions are ultimately yours alone to make..

## COACHING AGREEMENT

*Client instructions: Please review and return an acknowledged copy of this document. This can be done by fax or e-mail. (Simply state in the e-mail that you have read and agree to the following).*

This agreement is entered into by \_\_\_\_\_ and pertains to Coaching, which shall occur in person, via telephone and/or e-mail.

The initial term of this agreement is for 12 months; there after it shall continue on a month to month basis until terminated by either party. (at \$700/mo)

Client understands that Coaching is conducted via telephone unless otherwise agreed to prior to session. The initial coaching sessions will be conducted as follows:

**12 months (2x/month ) \$7500 plus 2 referrals**

Subsequent on going monthly payments are due on the first day of each month. You are to initiate all calls. You accept that you are at free will. You will call on the agreed upon scheduled day and time. You are also encouraged to call me between scheduled appointments to share wins, successes, or discuss immediate challenges. Unlimited e-mail access is always available.

If you have not rescheduled a call within 48 hours in advance or called in within 15 minutes of a scheduled coaching time I will assume that you have elected not to avail yourself of the opportunity to make a call that week. Any rescheduled calls are to be made up within a week of the originally scheduled call whenever possible, and no later than the end of the current month.

You further agree: I hereby employ Rick Kolster as my "Coach" for the purpose of advising and counseling me with respect to the proper format for presentation of my business, networking skills and interpersonal relationships. He may assist me in structuring, identifying and achieving goals. He has experience in such matters and agrees to render these services.

I understand, and he agrees, that he is not an "employment agent", "business manager" "financial analyst" or "psychotherapist" and that he has not promised, shall not be obligated to, and will not: (1) procure or attempt to procure any employment, business or sales for me, (2) perform any business management functions such as accounting services, advice on tax matters or the investment of funds, and (3) will not act as a therapist, counseling me or psychoanalysis, group therapy, or behavior therapy. I further understand that as a specialized form of consulting, Coaching is not the same as professional or licensed therapy; and that I am always free to reject any advice, suggestions or requests made by my coach at any time. My coach is authorized and encouraged to be direct and unconditionally supportive with me.

Additional Understandings:

Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

Peak Performance Group

817-748-7425

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