



## Client Coaching Agreement & Expectations

Name\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

Phone\_\_\_\_\_

Email\_\_\_\_\_

Business Name/ Occupation (if applicable)

\_\_\_\_\_

How did you learn about Naomi Smile Life & Business Coaching?

Social Media \_\_\_\_\_

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

Advertisement\_\_\_\_\_

Other\_\_\_\_\_

### **Session Fees: \$100 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

Naomi Smiley Life and Business Coach

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 you 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 your coach and I look forward to our coaching relationship!

This is a co-creative relationship. 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 quantitative actions towards your forward movement.

Please understand, that if you're seeking to change something about yourself, it does take time. Be patient with yourself. Most of my clients do feel a positive shift as soon as after our first session. Unfortunately, that typically doesn't last as many of the thought and behavior patterns we develop could be deeply rooted. Much like the time it might take to create a new path, the same is true for building new neural pathways in our brain. We will be working on new ways of responding, reacting and perceiving your life. So don't be alarmed if you revert back to some old ways of being and thinking in the beginning that is a normal part of the process. At that same time, you'll begin to become aware of the elevated choices and options available to you over time. You'll see how your life and relationships begin to change in the positive, elevate and evolve. If you're serious about change, make a commitment to coaching. Depending on your unique 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 are investing in yourself. Please take time before each session to complete and email the session prep questions, assignments and homework I will provide you by email. The most crucial part is

Naomi Smiley Life and Business Coach

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 and on time
- Be centered and open-minded in your sessions. Be willing to change your beliefs and patterns if they do not serve you anymore.
- Provide me with feedback about your coaching experience. Let me know 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 and not to 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'll likely share it and ask you questions about it. Often it's the small nuances that create the bigger shifts for clients.
- 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 regard to self- awareness and powerful choice.

## **Extra Time**

- Between sessions, if you have questions, a brief update, or any ideas, 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 all major credit cards. If your sessions are via phone, I'm happy to send you a CashApp or Venmo Request. 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.

I'm looking forward to our coaching relationship!

Naomi Smiley

Naomi Smiley Life and Business Coach