**Welcome to Life With Value**!

I have positive expectations for a coaching relationship that helps you to create the life YOU want to live. To partner together professionally, I want you to be familiar with the following guidelines.

**Terms of Coaching**:

I invite you to think of Coaching as a process and me as part of your Life Team. Many people create change for themselves in a short time. However, to refine and sustain the change takes several months. Although not binding, I would ask that you expect our Coaching relationship to last at least 3 months.

**Fees**:

My Coaching fee is payable to **JoAnne Cullinan**, preference is payment at the start of each month of coaching you chose to continue. There is no commitment beyond month to month, but please give me a few weeks’ notice if you think you will be ending our coaching together.

**Procedure:**

We will meet/call at the specified time, unless we make other arrangements, if you wish to connect with me in between sessions with a challenge, a success or an inquiry, I will make every attempt to respond to your e-mail within 24 hours, with an email or short phone call at your discretion. I’m happy to provide this extra level of service at no additional charge.

**Changes:**

If you need to reschedule our appointment, please give 24 hours’ notice. If you have an emergency or illness, you can reschedule with less than 24 hours’ notice. If you do not show up for a scheduled session, for any reason, and provide no notice (latest notice can be 5 minutes past scheduled session start time) we will not make up that time. If I need to reschedule, I will give you at least 24 hours’ notice as well, barring an emergency or illness.

**Between Calls:**

Email me any time at JCullinan@LifeWithValue.com , or text me at 978-654-1486 to reach me with ideas, problems, questions, etc., or to have a quick laser call.

**Problems:**

If I ever say or do anything that upsets you or doesn’t feel right, please bring it to my attention so that we can resolve it as soon as possible. My objective is to have a coaching relationship that is fully open, honest, and trusting in our communication styles. We should both realize that this mode of support, defined as Coaching, is new to many and may, at times, come with some level of awkwardness and communication via phone or email entails extra challenges since we cannot see body language, facial expression, etc. Therefore it is important we give each other plenty of latitude, and promptly ask for clarification if there is a miss-connection.

**Coaching Agreement:**

**Coach**: I agree to serve as your Coach-to partner with you to identify and achieve your personal and or professional goals.

As your Coach, I cannot guarantee results. You will create powerful results by having the courage and determination to forward the action in your life.

During the time we spend together in our coaching sessions, I will devote my time, thoughts, and energy to you, **exclusively**. In between our sessions, I may not be instantly available, as I may be attending to others, or myself. I will however, always attempt to be available within 24 hours.

I am a Coach, not a psychotherapist, or physician, and I will not diagnose psychological or medical conditions. If any issues come up for you that should be handled by a licensed professional, I insist that you must attend to your health by contacting the appropriate professional.

As your Coach, I will bring attentive listening, understanding, belief in you and commitment to your success. You can expect me to challenge you, offer fresh perspectives, make requests, ((Including assigning homework), acknowledge your wins, and guarantee utmost confidentiality (to the fullest extent of the law, and so long as I don’t fear for your or another’s safety) in the powerful, scared relationship.

I am bound to abide by the CCF Ethical Principles and Code of Ethics, please familiarize yourself with the, they are found at [WWW.CCE-global.org](http://WWW.CCE-global.org)

**Client:** I am motivated and committed to taking action on my determined personal and professional goals. I realize that anything less than intentional full participation will not lead to my success.

I accept full responsibility for myself and any actions I take that might result from Coaching.

I am under the care of a physician and healthy enough to engaged in coaching.

I can financially afford the Coaching fee at this time. I agree to pay promptly by the first of the month for that month’s fee. I agree that ultimately, it is my responsibility that my coach gets paid for the services I use.

I agree to honor my scheduled session times.

I have read and agree with the Coaching Guidelines and the Coaching agreement.

Client Signature------------------------------------------------------------------------------- Date-------

Coach Signature--------------------------------------------------------------------------------Date------