



Robert Tignor, ACC

(804) 349-8776

Robt002@gmail.com

peoplefirstcoach.com

Congratulations on your decision to engage with People First Coach, LLC to provide your coaching experience. I am optimistic about what you and I can accomplish. In order to maximize the efficiency of our work together, it is important that we share the same understanding about your coaching experience. Coaching is about YOU and the FUTURE you desire.

This Welcome Packet includes a few documents for you to read, complete and return to me prior to our first call. This helps me understand what is important to you, how to be more focused as we begin our coaching relationship, and how to utilize our time well as you move toward accomplishing your goals.

After completing the packet, please return it to me at least 2 days prior to your first session.

One more note: I fill my practice by referrals. If you are benefiting from our relationship, I would appreciate your referring friends and colleagues to me.

Thanks again for choosing me as your coach. I look forward to working with you!

Robert

Your First Session

Regularly Scheduled Sessions



Please complete and return to me @ Robt002@gmail.com. All Information is confidential.

Client Information

Name

Birth Year

City

State

Zip Code

Contact Information

Cell Phone

Email Address

Current or Previous Employer History

Company Name

Nature of the work you currently do (Brief description)

What do you want to achieve in the next year by hiring a coach?

Tell me about you.

Additional details about you/situation that you think will be helpful.



How you can get the most out of coaching

- Make your coaching a priority. Take this as seriously as work or family.
- Keep your coaching appointments and show up on time.
- Do all of your fieldwork, every week.
- View your coaching time as something truly special, a gift.
- Pay close attention to what's working for you and what's not – and talk about it openly with me.
- Share with others what you're experiencing in coaching and ask them for support.
- Take notes or keep a journal about what you notice or experience.
- Say no to any extra obligations if they might cut into your coaching focus.
- Take good care of yourself, especially in terms of sleep, diet and exercise, so you have a good store of energy.
- Be open and curious about ideas and trying new things; withhold judgment until you've really given something a shot.
- Practice self-compassion; begin to treat yourself and talk to yourself as you would a good friend.
- Take initiative – change happens when you take action.
- Arrive at our sessions as calm and centered as possible, even if it's as simple as taking a deep breath before picking up the phone.
- Have fun and bring your creative side to our sessions.

What you can expect from our coaching session

- At first you might feel a bit uncertain after our coaching sessions. This is okay. Let me know your questions or concerns.
 - You might wonder if "you're doing it right". That's normal too. There's no real "right" or "wrong" to coaching. Everyone is different. The most important factor in your success is your belief in it, and the time and energy you put into taking action.
 - Coaching isn't just limited to our sessions; it goes on throughout your week. Continue taking action, being thoughtful and noticing what's going on.
 - You might end a session feeling stirred up, or peaceful or energetic. It's all okay. Let yourself feel all these things.
 - Our sessions are your space to experiment with the changes you want to make in your life. Maybe it's being kinder to yourself, maybe it's carving out time just for you, maybe it's keeping your promises or maybe it's speaking more honestly. Whatever it is, you can use this as your learning lab.
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COACHING AGREEMENT

This Agreement is entered into by and between: People First Coach, LLC in Richmond, VA. Robert Tignor, ICF-Associate Certified Coach—and (client), whereby Coach agrees to provide Coaching Services for Client focusing on agreed upon goals.

Description of Coaching: Coaching is partnership (defined as an alliance, not a legal business partnership) between the Coach and the Client in a thought-provoking and creative process that inspires the client to maximize personal and professional potential. It 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.

Coach-Client Relationship

- A. Coach agrees to maintain the ethics and standards of behavior established by the International Coach Federation “(ICF)”. www.coachfederation.org/ethics. It is recommended that the Client review the ICF Code of Ethics and the applicable standards of behavior.
 - B. Client is solely responsible for creating and implementing his/her own physical, mental and emotional well-being, decisions, choices, actions and results arising out of or resulting from the coaching relationship and his/her coaching calls and interactions with the Coach. As such, the Client agrees that the Coach is not and will not be liable or responsible for any actions or inaction, or for any direct or indirect result of any services provided by the Coach. Client understands coaching is not therapy and does not substitute for therapy if needed, and does not prevent, cure, or treat any mental disorder or medical disease.
 - C. Client further acknowledges that he/she may terminate or discontinue the coaching relationship at any time.
 - D. Client acknowledges that coaching is a comprehensive process that may involve different areas of his or her life, including work, finances, health, relationships, education and recreation. The Client agrees that deciding how to handle these issues, incorporate coaching principles into those areas and implementing choices is exclusively the Client’s responsibility.
 - E. Client acknowledges that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association and that coaching is not to be used as a substitute for counseling, psychotherapy, psychoanalysis, mental health care, substance abuse treatment, or other professional advice by legal, medical or other qualified professionals and that it is the Client’s exclusive responsibility to seek such independent professional guidance as needed. If Client is currently under the care of a mental health professional, it is recommended that the Client promptly inform the mental health care provider of the nature and extent of the coaching relationship agreed upon by the Client and the Coach.
 - F. The Client understands that in order to enhance the coaching relationship, the Client agrees to communicate honestly, be open to feedback and assistance and to create the time and energy to participate fully in the program.
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Services & Fees

Invoices will be sent 3-7 days prior to our scheduled session. Payment is due upon receipt. All payments can be made through PayPal and credit cards are accepted. If you want to pay by check via mail, arrangements can be made, but payment must be received prior to our scheduled session.

Payment confirms your appointment and is non-refundable. If payment is not received within 24 hours of our call, your session will be cancelled and will need to be rescheduled.

I bill per session at the agreed upon rate (\$_____ per session). Each session is up to 50 minutes. There may be times it will last a little over and times it may be a few minutes shorter. Any assessments completed will be an additional charge.

There may be times when the client has purchased a specific package at a particular rate.

Procedure

Coaching sessions will be via phone unless other arrangements are agreed upon. The Client will initiate all scheduled calls and will call the Coach at the following number for all scheduled meetings (804-349-8776). If the Coach will be at any other number for a scheduled call, Client will be notified prior to the scheduled appointment time.

Confidentiality

This coaching relationship, as well as all information (documented or verbal) that the Client shares with the Coach as part of this relationship, is bound by the principles of confidentiality set forth in the ICF Code of Ethics. However, please be aware that the Coach-Client relationship is not considered a legally confidential relationship (like the medical and legal professions) and thus communications are not subject to the protection of any legally recognized privilege. The Coach agrees not to disclose any information pertaining to the Client without the Client's written consent. The Coach will not disclose the Client's name as a reference without the Client's consent.

Confidential Information does not include information that: (a) was in the Coach's possession prior to its being furnished by the Client; (b) is generally known to the public or in the Client's industry; (c) is obtained by the Coach from a third party, without breach of any obligation to the Client; (d) is independently developed by the Coach without use of or reference to the Client's confidential information; or (e) the Coach is required by statute, lawfully issued subpoena, or by court order to disclose; (f) is disclosed to the Coach and as a result of such disclosure the Coach reasonably believes there to be an imminent or likely risk of danger or harm to the Client or others; and (g) involves illegal activity. The Client also acknowledges his or her continuing obligation to raise any confidentiality questions or concerns with the Coach in a timely manner.

Release of Information *(Optional, based upon specific situation)*

The Coach engages in training and continuing education pursuing and/or maintaining ICF (International Coach Federation) Credentials. That process requires the names and contact information of all Clients for possible verification by the ICF. By signing this agreement, you agree to have only your name, contact information and start and end dates of coaching shared with ICF staff members and/or other parties involved in this process for the sole and necessary purpose of verifying the coaching relationship, no personal notes will be shared.

Client Agrees Client Refuses

According to the ethics of our profession, topics may be anonymously and hypothetically shared with other coaching professionals for training, supervision, mentoring, evaluation, and for coach professional development and/or consultation purposes.



Cancellation Policy

Client agrees that it is the Client's responsibility to notify the Coach of cancellation at least 48 hours in advance of the scheduled calls/meetings. Coach reserves the right to bill Client for a missed meeting. Coach will attempt in good faith to reschedule the missed meeting.

Termination

If the client has purchased a package, Either the Client or the Coach may terminate this Agreement at any time with written notice. Client agrees to compensate the Coach for all coaching services rendered through and including the effective date of termination of the coaching relationship.

Limited Liability

Except as expressly provided in this Agreement, the Coach makes no guarantees, representations or warranties of any kind or nature, express or implied with respect to the coaching services negotiated, agreed upon and rendered. In no event shall the Coach be liable to the Client for any indirect, consequential or special damages. Notwithstanding any damages that the Client may incur, the Coach's entire liability under this Agreement, and the Client's exclusive remedy, shall be limited to the amount actually paid by the Client to the Coach under this Agreement for all coaching services rendered through and including the termination date.

Entire Agreement

This document reflects the entire agreement between the Coach and the Client and reflects a complete understanding of the parties with respect to the subject matter. This Agreement supersedes all prior written and oral representations. The Agreement may not be amended, altered or supplemented except in writing signed by both the Coach and the Client.

Please sign and return one copy of this Client Agreement prior to the first scheduled coaching meeting. Retain one copy for your records and email a copy to Robt002@gmail.com

CLIENT

Client Name

Signature

Date

COACH

Peoplefirstcoach, LLC, Robert Tignor, ACC

Signature

Date



Know Your Values – Direct Your Life!

If you would like to complete this exercise as a start to clarifying your values, please return this to me. If you do not wish to complete this activity, it is not necessary to do so.

Values are the principles and attitudes that guide your decisions, actions and behaviors. When you are not in alignment with your values, when you act in a way conflicting to your core beliefs, your life doesn't flow easily – you seem to struggle with almost everything.

- Select 15 that are most important to you
- Evaluate and narrow to the top 10 most important

<input type="checkbox"/> Accomplishment	<input type="checkbox"/> Creativity	<input type="checkbox"/> Guiding	<input type="checkbox"/> Mastery	<input type="checkbox"/> Respectfulness
<input type="checkbox"/> Achievement Activity	<input type="checkbox"/> Credit Culture	<input type="checkbox"/> Happiness Healing Health	<input type="checkbox"/> Materialism Maturity	<input type="checkbox"/> Responsibility Retirement
<input type="checkbox"/> Admiration	<input type="checkbox"/> Decisiveness	<input type="checkbox"/> Health insurance	<input type="checkbox"/> Meditation	<input type="checkbox"/> Rewards
<input type="checkbox"/> Advancement	<input type="checkbox"/> Dining Out	<input type="checkbox"/> Helping others	<input type="checkbox"/> Mentoring	<input type="checkbox"/> Riches
<input type="checkbox"/> Advantage	<input type="checkbox"/> Discipline	<input type="checkbox"/> High standards	<input type="checkbox"/> Metaphysics	<input type="checkbox"/> Satisfaction
<input type="checkbox"/> Adventure	<input type="checkbox"/> Docility	<input type="checkbox"/> Holiness Home	<input type="checkbox"/> Military	<input type="checkbox"/> Schedule
<input type="checkbox"/> Advocacy Affection	<input type="checkbox"/> Dominance Drama	<input type="checkbox"/> Honesty	<input type="checkbox"/> Millions Modesty	<input type="checkbox"/> Security
<input type="checkbox"/> Affluence	<input type="checkbox"/> Duty	<input type="checkbox"/> Honor	<input type="checkbox"/> Money	<input type="checkbox"/> Selfexpression
<input type="checkbox"/> Age	<input type="checkbox"/> Eating	<input type="checkbox"/> Hope	<input type="checkbox"/> Morality	<input type="checkbox"/> Selfreliance
<input type="checkbox"/> Ambition	<input type="checkbox"/> Economic security	<input type="checkbox"/> Humility Humor	<input type="checkbox"/> National security	<input type="checkbox"/> Selfrespect
<input type="checkbox"/> America Appearance	<input type="checkbox"/> Education Employment	<input type="checkbox"/> Imagination	<input type="checkbox"/> Neatness New car	<input type="checkbox"/> Selfsatisfaction
<input type="checkbox"/> Art appreciation	<input type="checkbox"/> Endurance	<input type="checkbox"/> Improving society	<input type="checkbox"/> Nonconformity	<input type="checkbox"/> Service Sincerity
<input type="checkbox"/> Artistic expression	<input type="checkbox"/> Energy	<input type="checkbox"/> Impulse Income	<input type="checkbox"/> Nurture	<input type="checkbox"/> Social life
<input type="checkbox"/> Athletics Authenticity	<input type="checkbox"/> Enjoyment Enterprise	<input type="checkbox"/> Independence	<input type="checkbox"/> Obedience Order	<input type="checkbox"/> Social power
<input type="checkbox"/> Authority	<input type="checkbox"/> Entertainment	<input type="checkbox"/> Individualism	<input type="checkbox"/> Outdoor life	<input type="checkbox"/> Social recognition
<input type="checkbox"/> Autonomy	<input type="checkbox"/> Entrepreneurship	<input type="checkbox"/> Industriousness	<input type="checkbox"/> Ownership	<input type="checkbox"/> Social relations
<input type="checkbox"/> Beauty Belonging	<input type="checkbox"/> Environment Equality	<input type="checkbox"/> Influence over others	<input type="checkbox"/> Participating with Others	<input type="checkbox"/> Space
<input type="checkbox"/> Brotherhood	<input type="checkbox"/> Equal opportunity	<input type="checkbox"/> Inner direction	<input type="checkbox"/> Patience	<input type="checkbox"/> Spirituality
<input type="checkbox"/> Business	<input type="checkbox"/> Eternal life	<input type="checkbox"/> Inner guild	<input type="checkbox"/> Peacefulness	<input type="checkbox"/> Sports Stability
<input type="checkbox"/> Career Caring	<input type="checkbox"/> Exciting life Exercise	<input type="checkbox"/> Inner harmony Innovation	<input type="checkbox"/> Persistence	<input type="checkbox"/> Stamina
<input type="checkbox"/> Challenge	<input type="checkbox"/> Experience	<input type="checkbox"/> Insurance	<input type="checkbox"/> Personal development	<input type="checkbox"/> Standing up for beliefs
<input type="checkbox"/> Charity	<input type="checkbox"/> Experimentation	<input type="checkbox"/> Integrity	<input type="checkbox"/> Philanthropy	<input type="checkbox"/> Status Stimulation
<input type="checkbox"/> Clarity	<input type="checkbox"/> Faith Fame	<input type="checkbox"/> Intellectual stimulation	<input type="checkbox"/> Philosophy	<input type="checkbox"/> Suburban focus
<input type="checkbox"/> Close friends	<input type="checkbox"/> Family	<input type="checkbox"/> Interpersonal relations	<input type="checkbox"/> Play	<input type="checkbox"/> Suburban living
<input type="checkbox"/> Club membership	<input type="checkbox"/> Family orientation	<input type="checkbox"/> Intimacy	<input type="checkbox"/> Pleasure Politics	<input type="checkbox"/> Success Survival
<input type="checkbox"/> College degree	<input type="checkbox"/> Family security	<input type="checkbox"/> Involvement	<input type="checkbox"/> Possessions	<input type="checkbox"/> Taking risks
<input type="checkbox"/> Comfort Commitments	<input type="checkbox"/> Flamboyance	<input type="checkbox"/> Joviality Joy	<input type="checkbox"/> Power	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Competition	<input type="checkbox"/> Free choice	<input type="checkbox"/> Lack of pretense	<input type="checkbox"/> Process Production	<input type="checkbox"/> Technique Tenacity
<input type="checkbox"/> Conformity	<input type="checkbox"/> Freedom	<input type="checkbox"/> Laughter	<input type="checkbox"/> Professionalism	<input type="checkbox"/> Tradition
<input type="checkbox"/> Connections	<input type="checkbox"/> Free time	<input type="checkbox"/> Leadership	<input type="checkbox"/> Prosperity	<input type="checkbox"/> Tranquility
<input type="checkbox"/> Conservation Consistency	<input type="checkbox"/> Friendship Frivolity	<input type="checkbox"/> Leisure Life	<input type="checkbox"/> Psychic power	<input type="checkbox"/> Travel
<input type="checkbox"/> Control	<input type="checkbox"/> Fun	<input type="checkbox"/> Life insurance	<input type="checkbox"/> Reading Rebellion	<input type="checkbox"/> Trust Truthfulness
<input type="checkbox"/> Cooperation	<input type="checkbox"/> God's will	<input type="checkbox"/> Literature	<input type="checkbox"/> Recognition	<input type="checkbox"/> Urban focus
<input type="checkbox"/> Country Country focus	<input type="checkbox"/> Good income	<input type="checkbox"/> Love Lover	<input type="checkbox"/> Religion	<input type="checkbox"/> Urban living
<input type="checkbox"/> Country living	<input type="checkbox"/> Goodness	<input type="checkbox"/> Loyalty	<input type="checkbox"/> Religious beliefs	<input type="checkbox"/> Wealth Welfare
<input type="checkbox"/> Crafts	<input type="checkbox"/> Gracious living	<input type="checkbox"/> Managing	<input type="checkbox"/> Reputation	<input type="checkbox"/> Wellbeing
			<input type="checkbox"/> Respect	<input type="checkbox"/> Winning