



**Annelies M. Gentile, MA, PCC | Conduit for Change, LLC**  
Integrative Life & Leadership Coach | Consultant | Facilitator | Speaker | Author | Process Artist  
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**WELCOME TO COACHING!  
LET'S GET STARTED WITH YOUR DISCOVERY ASSESSMENT**

**Welcome!**

Thank you for choosing me as your life and leadership coach, strategic visionary and guide. I look forward to being your co-partner along your journey to lead change and accelerate success— from the inside out.

The path of coaching is an exciting journey, rich with possibility, hope, discovery and vision. Coaching works best when you focus on “what’s good” and set goals. This is useful throughout your entire process. It’s my job to help you see possibilities. I’ll be your mirror reflecting back what you can’t see. It’s your job to show up to your process. I’ll remind you over and over to *focus on what’s good* as you learn to let go of what no longer serves and accomplish what you want to achieve. Change is good.

Like any travel journey, it's rich with possibility. And just like traveling-- it's good to have an idea of where you're going. To get started, it's important to know where you are right now. Attached, you'll find your **Discovery Assessment** and **Coaching Agreement**. The assessment evaluates your starting point, identifies stuck areas, helps you create and define goals, and helps you shift your mindset to support your desired outcome. The commitment contract serves as an agreement between you, the client and me, your coach. This way we understand what our roles and expectations are from one another.

Let's get started! To begin, you may either print the assessment out and hand-write answers, OR if you're digitally skilled; open in 'preview', then under annotate, insert text. Keep in mind; you may not know all the answers right now. That's ok! Answer as you are able. **Please email your completed assessment to me 24-48 hours PRIOR to our first coaching session.** Keep a copy for your records, as our contract is included.

It's an exciting time! Welcome to the first day of the rest of your life!  
With gratitude, Annelies M. Gentile, MA, PCC

**CONTACT INFORMATION**

NAME:  
MAILING ADDRESS:  
EMAIL ADDRESS:  
MOBILE NUMBER:  
WEBSITE/COMPANY:

**COACHING COMMITMENT**

1- How much coaching time are you committed to?  
THREE months          SIX months          ONE year

**ABOUT YOUR LIFE TODAY**

- 1- Briefly describe what's *already working* in your current life?
  
- 2- What isn't working in your personal and/or professional life?
  
- 3- What does success look and feel like to you? Who's around you, what are you doing?
  
- 4- What are your top 3 immediate coaching goals?  
1-  
2-  
3-
  
- 5- Please assess your state in the following areas. Use an 'X' for current state and 'O' for desired.  
(1= low satisfaction 10= high satisfaction) Where are you now and where do you want to be?

1    2    3    4    5    6    7    8    9    10



**TECHNOLOGY**

- 1- How's your relationship to technology?    Healthy    Draining    Exhausting    Wasteful
- 2- Guesstimate how many *total* hours a day are you on your phone/computer/social media?  
 0-1 hours                      1-3 hours                      3-6 hours                      6-9 hours                      9+ hours
- 3- Are you willing to engage less or more with technology, *if it's* needed for your success?

**TIME IN NATURE**

- 1- When do you spend time in nature?                      Daily                      Weekly                      Monthly                      Hardly Ever
- 2- Are you comfortable outdoors?                      Yes                      No                      Somewhat
- 3- Would you enjoy coaching some sessions in nature?                      Yes                      No                      Maybe
- 4- Describe your favorite place in nature \_\_\_\_\_

**NUTRITION & WELLNESS**

- 1- How much water do you drink daily?                      0-3 glasses                      4-8 glasses                      9+ glasses
- 2- Do you drink sodas? How much?                      0-3 glasses                      4-8 glasses                      9+ glasses
- 3- Do you exercise? What's your routine?                      Daily                      Weekly                      What? \_\_\_\_\_
- 4- How many hours of sleep do you get each night?                      3-5 hours                      5-6 hours                      6-9 hours
- 5- Do you experience anger, anxiety, depression, sleeplessness? Circle each that apply.
- 6- How confident do you feel? (1= low 10= very) \_\_\_\_\_
- 7- Do you eat organic foods?                      Daily                      Weekly                      Monthly                      Hardly Ever
- 8- Do you eat fresh veggies & fruit?                      Daily                      Weekly                      Monthly                      Hardly Ever
- 9- Processed foods, sugar or dairy?                      Daily                      Weekly                      Monthly                      Hardly Ever
- 10- Do you drink alcohol?                      Daily                      Weekly                      Monthly                      Never
- 11- Do you partake in recreational drugs?                      Daily                      Weekly                      Monthly                      Never
- 12- Do you experience any allergies? What? \_\_\_\_\_
- 13- Do you suffer from chronic pain? Describe. \_\_\_\_\_
- 14- Are you on depression/anxiety/ADHD medication? What? \_\_\_\_\_
- 15- Are you in therapy for mental health?    Yes, currently                      No, never                      I have in the past
- 16- Have you experienced trauma?    Alcoholic parent    Emotional abuse    Sexual assault    Accident

## **FAITH, TRUST & INNER RESOURCE**

- 1- What's your relationship to trust?
- 2- From where do you draw a sense of faith, hope or confidence?
- 3- On a scale of 1-10, how resourceful do you consider yourself to be?

## **CREATIVE PERSPECTIVE**

- 1- Imagine your life was a movie or piece of art... what would it's title be?
- 2- Briefly describe its texture, color, dynamics, qualities and strengths.
- 3- Imagine, you could choose a super-power what would it be? Describe.
- 4- Imagine you could have a superhero *side-kick or helper*, who/what would that be? Elaborate. What could you achieve with this kind of side strength?

## **PERSONAL & PROFESSIONAL REFLECTION**

- 1- What's your relationship to leadership?
- 2- What empowers you? What dis-empowers you?
- 3- What do you consider to be your ...?
  1. Professional purpose or mission:
  2. Personal unique gifts/strengths:
  3. Top 5 personal values:
- 4- What are the 3 biggest challenges you're facing right now?
  - 1.
  - 2.
  - 3.

### **PERSONAL & PROFESSIONAL REFLECTION (Continued)**

- 5- What is the #1 most painful story you tell yourself? (false truth- ie: "I'm not good enough)
  
- 6- What does this cost you?
  
- 7- What might be the real truth about why you've kept it going?

### **SETTING YOUR INTENTIONS & GOALS**

- 1- What might you be pioneering or leading in your personal or professional life right now?
  
- 2- What do you want to accomplish through coaching? Short-term (3 months)
  - 1.
  
  - 2.
  
  - 3.
  
- 3- Name 3 longer-term (6 months+) personal and/or professional dreams/projects/visions would you like to accomplish?
  - 1.
  
  - 2.
  
  - 3.

## YOUR COACHING PROCESS

- 1- Coaching is a commitment between me- the coach, and you- the client. Together we reach goals. Without commitment, nothing changes. What might you need to let go to create success you want?
- 2- On a scale of 1-10, how committed are you to your process, doing whatever it takes? \_\_\_\_\_
- 3- What's your preferred means of primary communication?    TEXT        EMAIL        PHONE

## WHAT'S EXPECTED DURING OUR COACHING RELATIONSHIP

- 1- *Our appointments are dedicated slots of time and require your commitment to show up and give the best effort you are able. We will meet in person or via phone.*
- 2- *There are no guarantees for success unless you forge them. Showing up every step of the way, being committed to your process and taking new risks to break old habits and create more useful ones will get you closer to your goals. You might even surprise yourself and exceed them!*
- 3- *Our focus is on forward growth. I will encourage you to create new stories, big enough for you to live in and hold you accountable for goals you set. The biggest shift happens between sessions. Follow through is imperative for your success!*
- 4- *I've been told I my coaching style is a "compassionate poke with a sharp stick". I'm not here to offend, I'm here to help you rise up and out further into your leadership, creativity and power. I may interrupt or intrude to break a circular or limiting story. This interruption is meant to invite you to see and explore a greater possibility. Don't take it personally. It's time to break old patterns that may not be serving you any longer.*
- 5- *YOU are the expert on your life! You're the captain of your ship. It's your journey. Imagine I'm your co-pilot helping you navigate and see beyond limitations. You are already creative, resourceful and whole. I'm here to help remind you of your genius! 😊*
- 6- *Homework in-between sessions is useful for you when you do it. However, if it's stressful to accomplish, just say so. It's not required. We can adapt to your needs. Same thing goes with our schedule. Let me know what you need. We're creating this success together.*
- 7- *Coaching is present and future focused. We might temporarily visit the past, not stay in the past. I will consistently pause you if you spiral into a repetitive story. On occasion, we might mine the past for resources useful for insight and processes to move productively forward.*
- 8- *Coaching is not counseling or therapy, nor is it replacement for medical treatment of any kind, although they can work well together. If at anytime, I feel the need to terminate our contract because in my professional opinion, you'll be better served through medical treatment or another kind of coach, I will suggest this. I do my very best upfront to screen out those in advance who need something else. On a rare occasion, a client might hit a snag that needs deeper support. NO refunds.*

## **CANCELATION & TARDINESS POLICY**

Please allow no less than 48 hours or more to cancel or reschedule. Be aware I might not be able to reschedule you immediately. If you are running late for our session, please text me at 919-345-8396 so I know you are on your way. Be aware that time late will be docked from your total time.

## **PROFESSIONAL STATEMENT**

Coaching is NOT a substitute for therapy, psychotherapy, medicine or counseling. Coaching can be a good pairing but *not in any way a substitute* for licensed counseling or professional psychotherapy. Neither the work of Conduit for Change, LLC nor Annelies Gentile hold any responsibility for you or your actions. *YOU are solely responsible for yourself, your wellbeing, your choices and your actions.*

## **CODE OF ETHICS & COMMITMENT**

*I am aware that my name and email may be shared with International Coaching Federation solely for the credentialing documentation of Annelies' professional coaching hours, and that any personal information shared between Annelies and I is private, held in strict confidence in accordance to the ICF code of ethics and will not be used in any way other than to best assess my coaching needs.*

**Please sign and date:** I \_\_\_\_\_ on this day \_\_\_\_\_  
*promise myself and Annelies M. Gentile of Conduit for Change, LLC that, I am fully committed to our process. I will show up, contribute to my progress, as best I can and pay on time.*

***"Today... I am grateful these 3 things. . . "***

1-

2-

3-

**COACHING CONTRACT/AGREEMENT**

CLIENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CLIENT FULL NAME: \_\_\_\_\_

ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_

MOBILE PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEBSITE (if applicable): \_\_\_\_\_

PACKAGE PURCHASED: \_\_\_\_\_

TOTAL PAID: \_\_\_\_\_

cash \_\_\_ credit card \_\_\_ check \_\_\_

PAYMENT PLAN: *in-full* \_\_\_ *payments* \_\_\_

APPROVED DISCOUNT OR AGREEMENT (coach to fill out) \_\_\_\_\_

\_\_\_\_\_(initial) ***I understand my payments are expected on time and are final, no refunds.***

\_\_\_\_\_(initial) ***I understand my sessions must be used within 6 months of their date of purchase.***

\_\_\_\_\_(initial) ***I understand Annelies will not send reminder emails for my commitments.***

Thank you for taking the time to explore your needs and goals. I also thank you for the opportunity to help you reach your goals and go beyond excellence! It is my honor and pleasure to serve.

Kindly, Annelies M. Gentile, MA, PCC





## LEADING CHANGE FROM THE INSIDE OUT

**No matter your transition, sustainable *change takes practice and time.* Did you know- it takes about 21 days for new synapses in the brain to start to form? Change takes time.**

***Here's a break down on the steps of change using the metaphor of nature to help you understand the change process.***

**Stage 1- Weeding & Seeding:** *The first stage of coaching is about assessing your resources, noticing what's in your 'garden', what 'ground' you're on and to begin to clear what doesn't serve. This part takes about a month to establish.*

**Stage 2- Cultivation:** *The second stage of coaching is about nurturing the 'soil', bringing to life your goals and projects. It's time to bring your full attention to your intention. This part takes a few months or more depending on your commitment and engagement.*

**Stage 3- Fruits & Flowers:** *The third stage of coaching is about abundance and 'harvest'. Big changes appear. This is where you begin to reap the benefits of what you've sown.*

## COACHING SESSION DETAILS

- FIRST SESSION is paramount to identifying your goals. We'll meet for 1.5 to 2 hours, please schedule accordingly. ALL OTHER SESSIONS are approximately an hour for most packages.
- Accountability homework and PREP & RECAP forms are included in the Unlimited Support packages to help you stay focused. Please send me your PREP 48-24 hours before our sessions every time.
- *Which do you prefer?* Sessions can be **in-person** or via **phone**.
- For your sessions the agreement is for YOU TO CALL ME. I will not call you. Please phone me at 919-345-8396 (Please refer to cancelation policy above for details on tardiness and last minute cancelations). Thank you for your courtesy.

***Thank YOU and congratulations for taking action and investing in YOUR POSSIBILITY! 😊***