

Executive Function Job Coaching Third Party Sponsor Information



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[ADA Accommodations](#) require a commitment to providing employees who have disabilities with reasonable accommodations upon request, unless the accommodation would pose an undue financial and/or operational hardship. Individuals may request a reasonable accommodation (RA) to participate in the application process, perform the functions of their job, or enjoy the benefits and privileges of employment with the organization. An interactive process is used to determine the best type of accommodation in each situation and whether the requested accommodation is reasonable.

When an organization is able to provide RAs to its employees, it removes barriers that prevent individuals from performing jobs for which they are qualified. RAs provide mutual benefit, with employees getting support to perform their essential functions effectively and employers creating an environment of inclusion where talents of employees (and prospective employees) can be harnessed to the advantage of the organization.

Executive Function Coaching

Includes:

Term Options:

3 OR 6 Month Partnership

Cost of Services: \$1190/\$2185

* See payment terms

* This quote is valid for 14 days

- Company-Coach Goal Setting Meeting (30 minutes)
- Strategy & Planning Session-Employee Client (90 minutes)
- 10 (or 20) Weekly - Virtual 1:1 Employee Sessions (45 minutes/ea)
- Weekly Check-ins/Education/Resources
- Employee Client Workbook

Next Steps

If needed, the company representative can schedule a consult to answer any questions prior to a commitment.

[SCHEDULE CONSULT](#)

- Coach and Company Representative schedule Goal Setting Meeting
- Employee-Client and Coach Schedule Strategy & Planning
- Agreement updated with Scope of Work and submitted by Coach to Company for review, edits and/or execution.
- Employee-Client schedules 10 (or 20) coaching sessions
- Report submitted to Company at conclusion of partnership

Company and Employee Client Responsibilities

The scope of services will be determined collaboratively between the employee-client, the sponsor organization and the coach. They will be outlined within the agreement between all parties prior to services. The Sponsor Organization will honor the Coach's obligations of confidentiality to the Employee Client (meeting content, assessment outcomes, or other client materials) and all disclosure of communication will be included in the agreement before commencement of services. See [ICF ethical guidelines](#).

Payment Terms

The Company Client is responsible for payment on behalf of the coaching services contracted in support of the Employee Client. Payment options for coaching are paid in full, prior to the first coaching session OR invoiced monthly with an additional 3% convenience fee.
