

Executive Function 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.

Coaching Partnership

Executive Function Coaching is a Professional Service in which the purpose is to partner with the client in their personal and professional development. Coaching is not therapy and focuses on education, awareness, skill development, planning and enhancement of executive functions, in order to meet set goals.

Executive function coaching is an effective, evidence-based support that can be covered under ADA Accommodations when an employee has disclosed their diagnosis and made a request for reasonable accommodations. Services provided include assessment and evaluation, 1:1 coaching, skill-building and on-going education throughout the partnership.

Executive functions include: Time management, Planning and Prioritization, Organization, Inhibition, Working Memory, Cognitive Flexibility, Problem-Solving, Motivation, Initiation, Emotional Regulation and Self-Monitoring.

Services provided are delivered according to [ICF ethical guidelines](#).

Company and Employee Client Responsibilities

The term and scope of services will be determined collaboratively between the employee client, the sponsor organization and the coach and will be outlined in the Scope of Services within the agreement between all parties.

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. The Employee Client will need to provide written permission pertaining to disclosure of information under the ICF Code of Ethics.

Coaching Services

Workplace Accommodations: Executive Function Coaching (3 month package) -
[Consult for Quote on Cost of Services](#)

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

Coaching Sessions will be conducted virtually via ZOOM and scheduled by the client according to their availability. It is the client's responsibility to schedule/cancel and re-schedule all sessions. Missed sessions without notification by the employee will not be obligated by the Coach to be re-scheduled. Although, flexibility is a cornerstone of services that supports clients to be successful in this work.

Payment Terms

The Company Client is responsible for payment on behalf of the coaching services contracted in support of the Employee Client.

Payment for coaching is due in full, prior to the first coaching session.

Payment plan options are available (with addition of convenience fees).

Termination of Coaching

Either party can terminate the partnership at any time with 14 days prior written notice.

Stone's Throw Coaching maintains a professional certification and professional liability insurance.

*The simplest thought
and the smallest action
can begin a ripple effect
for major change.*