

Jody Ransom, Psy.D., PCC
Center for Narrative Coaching
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Welcome to my coaching practice. This document and attachments constitute a contract between us (the "AGREEMENT") and you should read it carefully and raise any questions that you have before you sign it. Trust and mutual respect are essential parts of the work we do together. The agreement below is presented to make sure we have clarity and mutual understanding about these matters. I appreciate the opportunity to be part of your growth and your personal or business development.

I work with people on a collaborative basis. Coaching supports whole, healthy and resourceful people as they work out how to move forward in a current personal or professional situation, or explore the kind of future they wish to create for themselves. Coaching calls for a very active effort on your part. In order for the coaching to be most successful, you will have to work on things we talk about both during our sessions as well in your external environment. Coaching involves a commitment of time, money, and energy. If you have questions about my procedures, we should discuss them whenever they arise.

The services to be provided by Jody Ransom, Psy.D. are coaching or tele-coaching as designed jointly with the client. The fee for the initial assessment is \$180.00 and once a plan is agreed upon, coaching sessions will be charged at the rate of \$180.00 per hour. Professional time spent outside of coaching sessions, including, but not limited to, between-session phone calls or email exchanges, report writing, and reading and reviewing documents, will be billed on a prorated basis rounded up to a tenth of an hour. If I am required to attend meetings outside of my offices, you will pay for all the time I spend traveling to the location of such meetings. Fees for coaching sessions must be paid in advance either by check or via Square on my website (unless I am seeing you in person and you pay at the time of service with cash or check) or an alternative arrangement is agreed to in writing. You must also pay for collateral services within 30 days of billing. Services not paid for in advance will not be provided (unless I am meeting with you in person and you pay at the time of service.) You are required to give 48 hours notice if you need to cancel or change the time of an appointment. Otherwise, you will be charged for the session in full. Jody Ransom, Psy.D. agrees that every effort will be made to reschedule sessions which are cancelled in a timely manner.

In addition to being a coach, I am also licensed in New Hampshire and Massachusetts as a psychologist with training and experience in diagnosing and treating emotional problems. While there are some similarities between coaching and psychotherapy, they are very different activities and it is important that you understand the differences between them. The focus of coaching is development and implementation of strategies to reach client-identified goals of enhanced performance and personal satisfaction. Coaching may address specific personal projects, life balance, job performance and satisfaction, or general conditions in the client's life,

business, or profession. Coaching utilizes personal strategic planning, values clarification, brainstorming, motivational interviewing, narrative inquiry, and other coaching practices.

Coaching does not include the rendering of psychotherapeutic advice or services, and no therapist-client relationship is created or implied by this agreement. Coaching does not involve either the diagnosing of mental illness or its treatment. It is not a substitute for professional counseling, psychotherapy, treatment for addiction issues, or marital or family therapy. If you are currently in therapy, your therapist must be made aware that you are a coaching client as well as a therapy client. If you are not currently in therapy, and either of us recognizes that you have a problem that would benefit from psychotherapeutic intervention, I will refer you to appropriate resources. In some situations, I may recommend that you initiate psychotherapy and that I have access to your psychotherapist as a condition of my continuing as your coach, as it will create the optimal conditions to support the kind of movement you are hoping to achieve.

It is also important to understand that coaching is a professional relationship. While it may sometimes feel like a close personal relationship in that you are sharing private information and exploring your inner experience, it is not one that can extend beyond professional boundaries both during and after our work together.

As a licensed psychologist and coach, I am ethically and legally bound to protect the confidentiality of our communications. I will only release information about our work to others with your written permission. Because I am a licensed psychologist, there are certain situations in which I have ethical and legal obligations. While these situations are unlikely to come up in the realm of our coaching relationship, in the interest of informed consent I want to make you aware of these obligations. For example, if I have information that indicates that a child or elderly or disabled person is being abused, I must report that to the appropriate state agency. If a client is at imminent risk to him/herself or makes threats of imminent violence against another, I am required to take protective actions. These situations are quite rare in coaching practices. If such a situation occurs in our relationship, I will make every effort to discuss it with you before taking any action.

As you are no doubt aware, it is impossible to protect the confidentiality of information that is transmitted electronically. This is particularly true of e-mail and information stored on computers that are connected to the internet, which do not utilize encryption and other forms of security protection. For these reasons, I advise that you limit the conveyance of sensitive personal information via email.

Some sessions may be conducted in a group format. By signing this agreement, you commit yourself to maintaining the confidentiality of all information communicated to you by other coaching clients and by your coach. We both understand that progress is often enhanced when clients are allowed to discuss their coaching relationship with trusted colleagues and friends. You can have these discussions, but you must in no way share information that leads to the identification of others in the group. If you are ever in doubt regarding what to reveal and what not to reveal, err on the side of protecting the privacy of others, a vital and non-negotiable element of such group interaction.

As your coach, I, Jody Ransom, Psy.D., promise that I will abide by all the aforementioned policies with regard to your privacy. Sometimes information that you share with me may be

specific and explicitly personal. Your willingness to be truthful and open will be treated with the ultimate respect. At the conclusion of our work together, all written records of our work will be destroyed in order to preserve your privacy. At times, I share written summaries of our ongoing work with my clients, so you will be the one to keep any written records or summaries of our work together that you would like to maintain.

Throughout our work together our conversations will be direct and personal. You can count on me to be honest and straightforward, ask clarifying questions, make empowering requests, and to collaborate with you in co-creating homework that follows from our conversations and allows you to continue your movement between sessions. The purpose of our interaction is to hold the relational space that allows for your process of internal inquiry to take place, as you discern the direction to move forward toward your preferred identity and desired outcomes.

By signing below, the Coach and the Client agree to keep these agreements and appointments; the Client agrees to keep the Coach informed as to what is needed to keep the process moving forward. In the event that you, the Client, are dissatisfied, please discuss with me what you are aware of that will help us to move in a more satisfying direction. The Client and the Coach agree to provide one another with 30-day notice in the event that either party desires to cancel services. This is recommended so that we are both aware in advance of the decision to end our meetings, which gives us the opportunity to reflect on the work that has been done and to get closure in our relationship. Our signatures on this agreement indicate full understanding of and agreement with the information outlined above.

Coach

Date

Client

Date