



Coaching Agreement

This agreement is made between Toy Lofton ("Coach") and _____ ("Client") on this ____ day of ____, 20___. Both parties agree to the following: Coaching is a collaborative process with an ongoing relationship between the Client and Coach. The coaching experience supports the Client in establishing new behaviors. The coaching relationship is strengths-based, forward-looking, and collaborative. The coaching agenda is developed and implemented in partnership between the Client and Coach. The role of the Coach is to help the Client progress toward achieving a goal. The Client and Coach agree to engage fully in the coaching experience.

Confidentiality

The Coach agrees to keep all conversations and information with the Client private and confidential, as allowable by law. No personal information will be shared with anyone without the Client's express permission. Exceptions may be made if there is an imminent threat of serious injury to oneself or others, the coach is bound by the standards and ethics of the International Coach Federation (ICF) to report the incident.

Commitment

Client and Coach acknowledge that the Client desires to make a behavioral change or some type of improvement in his or her life. Behavioral change often takes time to implement and sustain. By entering into this relationship, the Client and Coach acknowledge that the Client desires to make a behavioral change or some type of improvement in his or her life. Behavioral change often takes time to implement and sustain. The service to be provided is coaching, coaching is a designed alliance that helps bring out the best in the client. Which is not advice, therapy, counseling, nor consulting and may address specific personal goals, business successes, or general conditions in the client's life or profession. The pace of change is uncertain and varies amongst individuals. As such, the Client and Coach agree to a minimum of a 2-month relationship.

Procedures

Appointments:

- If by phone, Client will call Dial Coach: (312) 312-818-3311 at the time of the session.
- If via video conference, Client will video Dial Coach: (602) 580-9484 at the time of session.
- The Coach and Client agree to adhere to established appointment times.
- The Coach and Client agree to begin and finish all appointments on time.
- 24-hour notice required for a change/re-schedule. Appointments missed without notice are billable/non-refundable.
- In case of an emergency, appropriate resolution will be reached.
- Sessions are :50 minutes in length.

Sessions:

- Sessions will focus on the Client's agenda. Coach will support the Client's agenda.
- Client will be prepared to discuss and further the goals they want to achieve.
- Exercises and actions during and between sessions will be agreed upon.

Between Session:

- Client will complete exercises and actions as agreed.
- As necessary, clients may send brief emails or texts to coach with status updates, questions and/or additional support. Phone calls are also acceptable but not guaranteed please allow 24hrs for response.

Payments:

- Payments are to be made in advance, sessions are scheduled in 9 week increments. Paid in full one payment of \$1000 (ELI assessment and debrief Included), in two payments of \$450 or three payments of \$300 each via PayPal invoice. The ELI assessment is a separate one time payment of \$200 (debrief included) unless all 9 sessions are paid in full, in advance.

Reminder:

- You're choosing to receive coaching in order to increase an area(s) in your life. This requires full presence and an open mind. "A Journey Of A Thousand Miles Begins With A Single Step" ~ Lao Tzu

I, _____, hereby certified that I do not suffer from any physical or mental disability that might affect my participation in the coaching process, and, if I have any substance abuse problem or mental illness, I have consulted with my physical and other health care professional and been advised that I may participate in the coaching process without risk. I agree that if there is any change in this representation, I will promptly advise the coach.

Our signatures on this agreement indicate a full understanding of and agreement with the information outlined above.

Coach

Date

Client

Date

Client Information

Date:

Name:

Alternate name to be called:

Occupation:

Employer:

Work Address:

Home Address:

Preferred Phone:

Mobile Phone:

Preferred Email:

Preferred method of contact:

Preferred place to leave messages:

Birthday:

Marital Status:

Name of spouse/partner:

Children names and ages:

Emergency Contact:

Relationship:

Phone #:

Coaching Questionnaire

What made you choose coaching at this time in your life?

What changes do you want to make in your life?

If coaching was a huge success, what will have happened?

In what areas of life do you feel confidence?

In what areas of life do you feel a lack of confidence?

What three words describe you at your best?

What three words describe you at your worst?

What major changes have you experienced in the last two years? (relationships, work, family, residence)

Coaching Questionnaire (continued)

On a scale of 1-10 (10 high), how fulfilled are you with the choices you have made in the last six months? _____

On a scale of 1-10 (10 high), how much stress do you feel in your life right now? _____

What causes you stress? _____

As an adult, have you worked in one-on-one relationships? (tennis coach, therapist, piano teacher etc.)

If so, what worked well for you in those one-on-one relationships? _____

What did not work well for you in those relationships?

What motivates you?

What is your personal vision?

What intentions do you have for your life?

On a scale of 1-10 (10 high), what is your quality of life today? _____