

JERRY ESSARY COACHING AGREEMENT

Jerry Essary Coaching is excited to welcome you into a time of personal growth and new discovery. As a JEC coach, I look forward to working alongside you as you start to create change and take new steps toward defining and reaching your goals. On a business note, JEC has some procedures with which you need to be familiar. If you have any questions regarding these, we can discuss them during our first coaching conversation.

COMMITMENT

You and I are committing to a coaching relationship because you want to make significant changes in your life. Life itself and the changes you want to make are a journey and a process. Because change happens over time, JEC encourages you to begin by committing to six coaching sessions. This allows the coaching relationship to develop and be powerful.

If at any time there is a reason to change our agreement, my request is that we design a time period during which we will look at the issue(s) and create a mutual resolution that honors both of us.

FEE

Contact coach for fee scale

CALLING PROCEDURE

You will call me at _____ at your scheduled appointment time.

COACHING SESSIONS

Coaching sessions typically last approximately sixty minutes and are usually scheduled for two sessions per month.

You are welcome to use my email as often as you like if you need a sounding board or want to share a success with me: _____.

CONFIDENTIALITY

Our coaching relationship and all information discussed and/or shared during coaching sessions will be kept strictly confidential (unless disclosure is required by law). Your willingness to be open will be treated with ultimate respect.

COACHING RELATIONSHIP

Most coaching typically takes place over the telephone; however, face-to-face coaching can be a part of the relationship if mutually agreed upon by you and your coach. Coaching may address specific personal projects, life balance, career successes or general conditions in your life.

Throughout our coaching relationship, the conversations will be direct and personal. You can count on me to be honest and straightforward, asking clarifying questions and making empowering requests. The purpose of our interaction is to hold your focus on YOUR desired outcome and to coach you to stay clear, focused, and in action. You understand

A QUICK LOOK AT COACHING...

DEFINITION OF COACHING

Coaching involves a relationship built on trust and mutual respect. It is an alliance that is designed by you and your coach for the purpose of helping you realize your full potential. Coaching helps you identify goals and, at its best, is a very collaborative journey to achieving those goals.

A coaching relationship involves structured conversations, or coaching sessions, that include:

- Being listened to actively and deeply
- Being asked powerful questions to prompt new insights
- Generating options and expanding possibilities for decision making
- Identifying and avoiding obstacles to your progress
- Focusing on forward progress and being action oriented

In coaching sessions, you will be encouraged to look at your situations from a different perspective and to be willing to act differently as you gain new insights. Your coach's objective will be to help you get to the point of having confidence and commitment to a line of action that you have identified for yourself.

WHAT YOU CAN EXPECT OF YOUR COACH

You can expect your coach to:

- Be honest and have integrity
- Encourage and support you
- Give you positive feedback and share relevant best practices
- Deal with the most difficult issues that are raised and not "step over" anything in the conversation
- Not offer therapy or counseling and to refer you to a qualified person if such help is needed
- Hold you accountable to your commitments to the level you wish to be held accountable
- Come to each coaching session prepared and ready to engage
- Hold no preconceived ideas, personal assumptions, or judgments about the client
- Keep in strict confidence everything that is shared in the coaching relationship

A few key points about CONFIDENTIALITY:

- What is said here stays here, except where specific permission has been granted
- Notes are kept private
- The fact of a coaching relationship is confidential
- Coaching confidentiality is limited to terms of law
- Records (name and hours only) shared with ICF for accreditation purposes only

WHAT YOUR COACH EXPECTS FROM YOU

As a person striving to be your best you are expected to:

- Come to each session ready to focus and move forward
- Follow through and complete actions that you set for yourself
- Honor time commitments (keep appointments, call on time, and end calls on time)
- Bring a 100% commitment to the coaching relationship and process
- Be honest, authentic, and open
- Be coachable in that you are willing to take action and experience transition
- Give feedback on the coaching process
- Honor the coaching relationship, the coach, and yourself

LOGISTICS

You and your coach will design the coaching relationship to fit your needs and the parameters of the coach. Key aspects of the coaching relationship that need to be addressed at the beginning of the relationship include:

- What the initial session will involve (any prep work or additional assessment tools to be used)
- The phone number to be called (you will always initiate the call)
- Parameters for email contact and unscheduled calls to coach
- Cancellation policy (typically coaches require 24-hour notice)
- Your particular wishes concerning how the coach logs each session, how notes are taken, and the level of accountability to the coach

Through your coaching relationship, you can expect to take actions that move you toward the goals you have set for yourself. It is your coach's goal to help you accomplish your agenda. As a result of coaching, you should take actions that:

- Have a specific scope and time frame
- Are quantifiable—you know whether you have accomplished it or not
- Bring about progressive achievement of desired and worthy goals
- Produce observable shifts in behavior so that actions align with goals

GIVENS:

- ❑ Coaching is about YOU—not your coach
- ❑ Coaching is about your agenda—not your coach's agenda
- ❑ Coaching is a confidential relationship
- ❑ Coaching calls you to take the initiative—not your coach
- ❑ You always initiate the call to the coach
- ❑ Coaching is about your taking action—not just our conversation or my understanding
- ❑ Coaching calls you to stretch to new horizons of growth
- ❑ Terminating the coaching relationship can happen at any time by either person

NEGOTIABLES:

- ❑ Scheduling of sessions
- ❑ Length of conversations
- ❑ Frequency of conversations
- ❑ Your desired outcomes for our conversations

PLAN OF ACTION AGREED UPON:

DESIRED OUTCOMES:

APPOINTMENT SCHEDULE/LENGTH OF TIME:

CONSEQUENCES OF MISSED APPOINTMENTS: