

Hello!

I'm excited to begin coaching with you. This document asks you to confirm your commitment, your understanding of the coaching, outlines my ethical practices as a coach, and asks if I can log my coaching hours with you. (A requirement for professional coaches.)

What can you expect? Coaching provokes awareness of habits of thinking, feeling and doing while challenging you to make active choices to shape your experience. My coaching is about forming a relationship that provokes you to discover the clarity, courage and commitment you need to change your experience of work and life and to deepen the connections that matter you.

Coaching will be challenging and rewarding. Responding to, and in conversation with you, my coaching can be light, humorous, vibrant, and energising. At the same time it can be difficult, challenging, disruptive, involving fierce questions and looking around for alternative perspectives. It can also provide some solace while at the same time evoking you to move forwards. Emotions, metaphor, embodied experience, stretching comfort zones all come to play a role.

I ask only that you bring yourself to each appointment exactly as you are. You may be confused, excited, frustrated, proud of yourself or your actions, angry, delighted, fearful or any of a myriad other states of mind. Coaching is about all of you. By looking at yourself honestly and without judgment we can explore how your thoughts, feelings and actions serve or limit you.

How does coaching make an impact? Throughout our coaching relationship I will assume that you are the expert on your life and work, that you have the answers, however hidden, and that with coaching you can design and implement your own solutions. That also means I will ask direct questions that relate to what is going on with you and I will ask you to take actions. Indeed, I will provide you with some accountability for the actions you identify, to ensure you learn from the process.

During our first appointment we will design a coaching alliance to best meet your needs. We will also use this time to take a snap shot of how you feel about several areas of your life at this moment. We will discuss your personal resources and the objectives you want to set for the coaching period, and we will discuss the values that define who you are.

My usual number is: 01544 267735

Skype is: larryw1811

My e-mail is: larrywright181155@gmail.com

Once again, welcome to coaching. I am confident that we can design a powerful alliance that will provide the structure, stretching and challenging support needed to keep you moving forward.

Your Commitment Coaching is a partnership (defined as an alliance, not a legal business partnership) between the Coach and the Client in a thought-provoking and creative process that inspires the client to maximise personal and professional potential.

I am committed to creating a coaching alliance with **Larry Wright** that will support me as I clarify and realise my goals and progressively move towards fulfilling my potential at work and living the life I want to live.

Larry Wright agrees to hold all content of our sessions confidential, to the extent permissible by law.

I agree to six hours of coaching (seven sessions). Yes No

I want to work with Larry to shape the coaching relationship to best meet my needs by:

Learning about my own motivation Yes No

Noticing my values and what is important to me Yes No

Co-designing strategies that will support me Yes No

Refining and changing when a strategy doesn't fit for me Yes No

I give Larry the permission to:

Challenge me with powerful questions Yes No

Request that I take action Yes No

Hold me accountable for learning from actions that I commit to Yes No

I agree to the following scheduling arrangements:

I will make calls to my coach at the agreed time Yes No

The final call at the conclusion of coaching will be a completion/review call Yes No

I understand that **Larry** is a professional trained coach: he is a Coactive Coach, having completed the CTI Core Curriculum, is a member of the International Coaching Federation (ICF) and works to the ICF ethical guidelines (<http://www.coachfederation.org/ethics>).

I give permission for my name and email to be entered onto my coach's coaching log and that the ICF may contact me as part of the ongoing evaluation of their coaching. This is completely confidential and the content of coaching is never discussed.

Coachee NameSignature.....Date.....

CoachDate.....

Payment arrangements: This service is offered to you at no financial cost. In return Larry Wright requests a written testimonial at the end of 7 sessions that he may use anonymously and that you will pass on his written information and contact details to five people in your network who you think may be interested to receive it. No other condition or payment is expected.

Re-scheduling arrangements. Providing you give them 24 hours notice then appointments will be re-scheduled for another suitable time and day, if that is possible. Rescheduling without 24 hours notice may mean losing that appointment (subject to discussion). If for any unlikely reason the coach is unable to keep an appointment they will offer you a suitable alternative.

The boundaries of coaching

1. As a client, I understand and agree that I am fully responsible for my physical, mental and emotional well-being during my coaching calls, including my choices and decisions. I am aware that I can choose to discontinue coaching at any time.
2. I understand that coaching is a "Professional and Client relationship" I have with my coach that is designed to facilitate the creation/development of personal, professional or business goals and to develop and carry out a strategy/plan for achieving those goals.
3. I understand that coaching is a comprehensive process that may involve all areas of my life, including work, finances, health, relationships, education and recreation. I acknowledge that deciding how to handle these issues, incorporate coaching into those areas, and implement my choices is exclusively my responsibility.
4. I understand that coaching does not involve the diagnosis or treatment of mental disorders. I understand that coaching is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment and I will not use it in place of any form of diagnosis, treatment or therapy.
5. I promise that if I am currently in therapy or otherwise under the care of a mental health professional, that I have consulted with the mental health care provider regarding the

advisability of working with a coach and that this person is aware of my decision to proceed with the coaching relationship.

6. I understand that information will be held as confidential unless I state otherwise, in writing, except as required by law.
7. I understand that coaching is not to be used as a substitute for professional advice by legal, medical, financial, business, spiritual or other qualified professionals. I will seek independent professional guidance for legal, medical, financial, business, spiritual or other matters. I understand that all decisions in these areas are exclusively mine and I acknowledge that my decisions and my actions regarding them are my sole responsibility.
8. As the Client I agree to communicate honestly, be open to feedback and assistance and create the time and energy to participate fully in the program.

Larry guarantees to you. At the end of each appointment Larry will ask you if you are getting what you want from coaching and if you are satisfied with the progress you are making. If you are not completely satisfied he will explore with you what changes can be made and consider mutually whether to stop coaching.

Larry agrees to maintain the ethics and standards of behaviour set by the International Coach Federation “(ICF)”. www.coachfederation.org/ethics

Limited Liability Except as expressly provided in this agreement, **Larry Wright** makes no guarantees or warranties, express or implied. In no event will **Larry Wright** be liable to the Client for consequential or special damages. Notwithstanding any damages that the Client may incur, **Larry Wright’s** entire liability under this agreement, and the Client’s exclusive remedy, will be limited to the amount paid by the Client under this agreement for all services rendered up until the termination date. This is the entire agreement of the parties, and reflects a complete understanding of the parties with respect to the subject matter. This agreement supersedes all prior written and oral representations. If a dispute arises out of this agreement that cannot be resolved by mutual consent, the Client and Coach agree to attempt to mediate in good faith for up to 30 days after notice given. If the dispute is not resolved, and in the event of legal action, the prevailing party shall be entitled to recover attorney’s fees and court costs from the other party.

Thank you!

I have read and agree to the above.

Client Signature

Date: