



Appreciative Pathways

Personal Coaching

Mary Jane Dieter, MSW

COACHING AGREEMENT

Name: _____

Phone Number: (_____) _____ (Cell / home / business)

Phone Number: (_____) _____ (Cell / home / business)

Email Address: _____

Welcome! I am delighted that you have decided to embark on the exciting journey of coaching, and trust that it will be beneficial for you. Thank you for allowing me to be your partner in this endeavor. Because the success of any working relationship involves a clear understanding of roles and expectations, it is important that you carefully review this coaching agreement. If any questions arise, please don't hesitate to ask them.

The Coaching Relationship

The relationship between a coach/mentor and client is co-creative. We are equals. Together we will leverage your strengths to bring about meaningful change.

Your Role

- Before each session, determine your goals for our time together. Your agenda sets the stage for our work. Email me your agenda prior to our meetings. (If you prefer, I can provide you with a simple form.)
- Protect your investment by showing up to every session on time, centered and ready to engage.
- Bring an open mind. Try new approaches and experiment! What you decide to do is always your choice, but one of the most helpful aspects of coaching is trying out new ideas and approaches.
- Own your own power by making decisions that are best for you. I will not make decisions for you.
- Give me feedback in the moment about your experience in coaching.

My Role

- I will listen closely to you, respond to what I hear and ask thought-provoking questions. If I'm not on target, please tell me. I'm not attached to being right. I AM attached to helping you get where you want to go!
- I will check in with you regularly to make sure that you feel you're making progress toward your goals, and that we are using our time together productively.
- At the end of each session, you will set an action plan for yourself. With your permission, I may offer suggestions, but you are always free to modify, accept or decline them.

Confidentiality

As your coach, I am ethically bound to protect the confidentiality of our communications. I will only release information about our work to others with your written permission or if I am required to do so by a court order. There are a few notable exceptions: If I *suspect* a child or adult is being abused or neglected, I must report that *suspicion* to the appropriate authorities. If you are, in my professional judgment, a risk to yourself or another, then I am required to take protective actions. These situations are quite rare; if such a situation occurs in our relationship, I will discuss my concerns with you before taking any action.

Ending the Coaching Relationship

Changing behavior and learning new skills require time; people rarely change overnight. While coaching is intended to be brief, please consider committing to this coaching relationship for at least four sessions. You may end our coaching relationship before that time should you choose, but investing in four sessions gives us time to develop a working relationship and make solid progress on your goals. If at any time during our work together I do not believe that you are benefitting from coaching, I will discuss this with you, and we may decide to end our coaching relationship. If you wish, I will refer you to another coach or professional.

Boundaries of the Relationship

It is important to understand that coaching is a profession. While it may often feel like a personal relationship, it is not one that can extend beyond professional boundaries both during our work together and following the end of our coaching relationship. Considerable experience shows that when boundaries blur, the benefits gained from the coaching relationship are endangered.

Coaching & Psychotherapy

Both coaching and therapy utilize knowledge of human behavior, motivation and behavioral change, and interactive counseling techniques. 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 major differences are in the goals, focus, and level of professional responsibility.

The focus of psychotherapy is the identification, diagnosis and treatment of psychiatric disorders. The goals include alleviating symptoms, understanding the underlying dynamics that create symptoms, changing dysfunctional behaviors that are the result of these disorders, and developing new strategies for successfully coping with the psychological challenges that we all face. Typically, the therapist has a great deal of power within the psychotherapeutic relationship.

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 enhancement, and other techniques. You hold the power in our coaching relationship, unlike in psychotherapy.

From time to time, a client may need to address psychiatric issues in order to make progress in coaching. If either of us recognizes that you would benefit from psychotherapeutic intervention, I will refer you to appropriate resources. In some situations, I may insist that you initiate psychotherapy and that I have access to your psychotherapist as a condition of my continuing as your coach.

Scheduling and Payment

Scheduling and Cancellations

We will schedule coaching appointments at the beginning of each month as far in advance as possible. If we are conducting our session via telephone, you will call me at the appointed time. If we are using Zoom, I will send you a link prior to our appointed time. Please give 48 hours' notice if you need to cancel a coaching appointment (unless the cancellation is due to an emergency). I will try to reschedule a coaching session for you during the same week in which the original coaching session was to have occurred, although this is not always possible. I do not charge a fee for cancellations, though if this happens repeatedly we will want to talk about it in our next session.

Payment Policies

I will bill sessions at a rate of ___ per 45-60-minute session. If a session ends closer to 30 minutes, I will charge for a half session. I will issue invoices at the end of each calendar month, billing for sessions that occurred within that month. Payment may be made by check or PayPal.

Certification

I have reviewed the information in this agreement and I fully understand it, I accept it and I agree to abide by its terms during our professional relationship. I have had my questions answered to my satisfaction. Based on the terms of this agreement, I consent to participate in coaching with Mary Jane Dieter. I understand that this agreement can be withdrawn at any time and that I can renegotiate the terms of this agreement at any time.

Your signature below indicates that you have read the information in this document ("Coaching Agreement") and agree to abide by its terms during our professional Coaching relationship.

Client _____ Date _____

Coach _____ Date _____

Coaching Verification

As your coach, I strive for the greatest level of competence. It is therefore my plan to continue my educational process for ongoing levels of certification. The International Coaching Federation (ICF) and Centering for Credentialing and Certification (CCE) may require coaches to provide a listing of client names and billable client hours for various levels of certification. Your signature below indicates that you give your permission to have your name and client hours provided to the ICF and/or the CCE to verify coaching hours for ongoing certification, should they request them of me. ***Your coaching content remains confidential.***

I agree to have my name given to the ICF or CCE for reasons cited above. I also acknowledge that I may be contacted by those agencies to verify that I was your client.

Client _____ Date _____

Coach _____ Date _____