**AGREEMENT FORM**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, referred to as “client”, and Intercultural Life and Business referred to as “coach”, agree to \_\_\_\_\_sessions at a rate of \_\_\_\_\_\_\_per session, conducted through (Zoom, in person, telephone, group, etc.). Sessions will occur \_\_\_\_\_\_\_\_(weekly, biweekly, monthly) and will last \_\_\_\_\_\_\_\_\_\_(duration of time). Sessions will be scheduled \_\_\_\_\_\_\_\_\_(describe the scheduling process). Payments will be made before any session begins and as agreed to in pre contractual negotiations.

***Scope of Coaching***

Both parties acknowledge that a coach does not have responsibility or control over client outcomes. *Coaching is*:

A partnership centered around the exchange of ideas, encouragement and accountability

A way to make progress towards the client’s greater fulfillment in life by both identifying and strategizing the attainment of goals

Focused on goals identified by the client not the coach

A holistic approach in which the client’s faith is included and utilized in their plans.

***Coaching is not*:**

* Treatment for any mental health, substance abuse, or psychological disorder
* A substitution for legal or medical advice
* A relationship in which the coach tells the client what to do or “fixes” the client’s problems
* A guarantee of desired outcomes within the client’s life

***Confidentiality***

A key component of successful coaching is coach-client trust. The content of a coaching session is confidential and will not be shared by the coach with outside parties except for instances of imminent danger. Strictly held confidence is the standard for shared information.

***Coach Training and Professional Development***

When your coach engages in professional development, is mentored by another coach, conducts training, or seeks counsel, they may share examples or ask questions about your sessions. Your coach will share no identifying information, and your coach will only engage in professional opportunities where confidentiality of cases shared in training sessions is the standard.

***Limits to Confidentiality***

If withholding the information shared in a coaching session violates the law, the coach will share the information with the appropriate authorities to protect the client and others. Examples of such information include, but may not be limited to, abuse of an elder or a minor, a client’s intention to hurt someone else, and a clients intention to hurt themselves.

***Release of Information***

Clients must request a release form if they want their coach to share information from their coaching sessions with an outside party.

Cancellation and Late Payments

***Late Payments***

Payments later than two business days behind schedule will result in a late payment fee of $ 50.00. Bounced checks will result in a $ 50.00 fee.

Sessions may be rescheduled with  at least five days’ notice.

No-shows are counted as sessions within the coaching package and are not reimbursed with rare exceptions for documented emergencies.

***Pausing Coaching for Psychological Services***

A need for psychological services may be uncovered during the coaching relationship (either within or outside the coaching sessions).If it is determined by the client or the coach that it is in the client’s best interest to pause coaching until other psychological needs are met, the client may put coaching on hold for this purpose. An individual can be in a coaching relationship and receive mental health services such as therapy. If you have questions, you can discuss individual situations with your coach. Being open with your coach about how you feel during and about your coaching sessions is essential.

Client:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coach:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INTAKE FORM**

Name:

Birthdate:

Address: Street\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Apt:\_\_\_\_\_\_\_\_        City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:State:\_\_\_\_\_\_\_\_  Zip\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What do you most hope to accomplish with our coaching sessions?

What made you decide to choose us?

Describe any previous experience with coaching:

What do you imagine will happen if you make progress toward your goals:

What do you imagine will happen if you do not work towards your goals?

Who in your life is most supportive of your goals?

Is there anyone whose opinion makes you feel scared, embarrassed, or unsure of pursuing your goals?

May we say a prayer together in our coaching sessions?

Are you able to commit to homework exercises outside of our sessions? Are you willing to Journal and take assessments?

Do you find that you act quickly once you have chosen a course of action, or do you take additional time to process/contemplate?

What has helped you reach goals in the past?

What do you consider to be your greatest strengths? How will these relate to reaching your goals?

What would you like to change about yourself? How will this relate to reaching your goals?

Do you have other goals you have not mentioned because they are intimidating or feel too big to say out loud?

Of the goals discussed, which do you feel is the most important for us to begin?

What would you like me to know about you that we have not already covered in this form?