

# THE MAXWELL METHOD OF COACHING

## WELCOME COACHING PACKAGE

### COACHING AGREEMENT WITH \_\_\_\_\_

Please review, sign where indicated, and return to me. Putting this in writing strengthens your dedication.

#### How We Will Meet

We will meet by telephone each month based on the number of sessions you select. I am also available as often as you need me for email coaching between sessions. You may find it helpful to email me your coaching call agenda for the call prior to our session. This will give you time to clarify what you most want to focus on.

**Coaching Fee:** For example: xx/mo. for 3 sessions per month (3 months) or \$xx mo. for 3 sessions per month (6 months) Check One: \_\_\_\_\_ Three sessions per month (3 months) \_\_\_\_\_ Three sessions per month (6 months)

#### Payment

You may render payment by credit card or debit card. Payments are due on the 1st of the month in which service is rendered. You will be billed during the first week of each month for the length of your coaching plan. If you have billing questions, call \_\_\_\_\_.

#### Changes/Cancellations

I request that you make our coaching sessions a priority. In the event that you need to reschedule, please let me know at least 24 hours in advance. Likewise, I may also need to reschedule a session on occasion. I will give you as much notice as possible and try to make rescheduling as convenient as possible.

#### Initial Coaching Period

The benefits of coaching build over time. In order to make this experience as valuable as possible, I have created a minimum coaching period of three months with all of my clients. I recommend six to twelve months to establish longer-term support as you make major transitions and changes in your personal and professional life. After the initial period, you may extend as long and as often as you like. My clients often stay with me long past our initial coaching period. Since I limit my private coaching practice to a small number of inspiring clients, most of whom continue coaching for an extended period, my practice is full and there is a waiting list for new clients. If you stop coaching and decide later to come back, we will do our best to accommodate your request by giving you “preferred client” status on the list. The waiting period varies, and we’ll be glad to discuss it further with you should the need arise. Your coaching timeslot is a “reservation” on my calendar, a committed time period that I dedicate to you and your goals. Please indicate here the initial coaching period you would like to reserve:

- Six months
- Three months

## **Confidentiality**

It is essential to our coaching relationship that you can be open and share honestly. Our conversations are entirely confidential, unless the release of information is otherwise authorized or requested by you, you have indicated you plan to do harm to yourself or others, or the release of information is required by law.

## **Coaching vs. Counseling**

It is important to me that you have clarity about the difference between coaching and other types of professional services such as therapy or counseling, consulting and mentoring. Coaching focuses on where you are presently and where you are headed, with a goal of helping you gain clarity about your vision, eliminate obstacles to your success, accelerate the pace of personal growth and achieve results that empower you to live your best life – professionally and personally. We can focus on any area of your life: Relationships, Finances, Spiritual Life, Work and Business, or Physical Health and Environments. While coaching is forward-focused, counseling tends to deal more with past issues in which you may find yourself stuck and struggling. We may occasionally discuss something that has occurred in the past, for the purpose of clarifying the present, but your coaching will not focus on resolving the past. A simple rule of thumb to know whether you should be coaching or counseling: If your past is an issue, counseling is your best option. If your past is simply a fact (regardless of whether the circumstances were difficult or negative), you are probably ready for coaching. If it appears that there is an issue for which you may need counseling, I will suggest it. With the support of a counselor or therapist, some individuals choose to engage in coaching and counseling simultaneously, but with a focus on different areas of life for each service.

## **Coaching vs. Consulting**

A coach focuses on helping you walk your unique path to success. As the client, you are responsible for the results you receive as a result of coaching. I help you discover how to become more of who you need to be to achieve those results and identify what you may need to do differently. A consultant takes responsibility for a specific project, acting as a specialist\*, providing specific deliverables and knowledge. I believe in your ability to fully experience your potential and will provide a safe, consistent space for you to develop your potential.

\* If my professional experience (in the areas of marketing, public relations, entrepreneurship and publishing) is of benefit to you personally and professionally, I will use that knowledge in the context of the coaching session. Additionally, if it is a good fit, we may discuss a separate consulting engagement to serve specific needs you may have.

### **Coaching vs. Mentoring**

As a coach, I focus on the development of people in general, and the development of your unique path in particular. A mentor guides you towards a specific path of development. I am more interested in helping you onto to the unique and divinely-ordained path that is meant for you – which may be quite different than the path I have taken, even though the purpose of our paths may be very similar. My job as your coach is not to tell you what to do, but rather to help you uncover the answers that lie within you. Consider me a catalyst for your success.

### **Thank you**

It is a joy and a pleasure to serve as your coach. Thank you for entrusting me with the opportunity to support you in this unique way as you take on new challenges, changes and developments on your path.

Client Signature	Date
Client Name	
Coach Signature	Date

Once you return this signed agreement via email and render payment for your first month of coaching services at [provide link to payment options], you will be prompted to schedule your first sessions.