

WELCOME TO LIFE COACHING FOR CAREGIVERS

Thanks for your interest in coaching and for making the time and effort to investigate the opportunity of working with me to achieve what it is you want in life. As it's said, a journey of a thousand miles begins with the first step.

The following documents are attached for your review:

- (i) Coaching Guidelines: an overview of the coaching process
- (ii) Coaching Agreement: the terms and conditions of the coaching contract
- (iii) Client Information: Contact and background information for the coach's reference

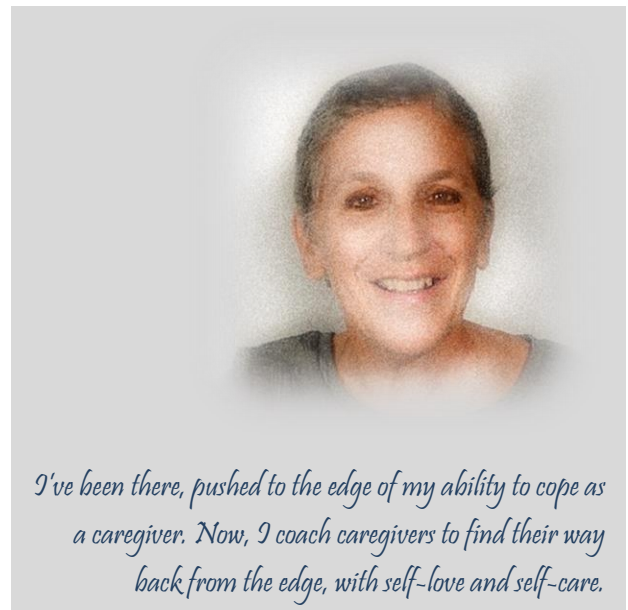
Once you've reviewed the documents, please [contact me](#) if you have questions, or if you would like to proceed with a no cost/no obligation, 60-minute discovery coaching session by phone. The discovery session is an opportunity to determine if you and I agree that working the coaching process together may effectively support you in achieving your desired outcomes.

If you're a caregiver looking to coaching to enhance your quality of life, as a life coach I'm committed to listening deeply, asking you powerful questions, supporting you, challenging you, encouraging you, collaborating and strategizing with you in your realization of your goals.

Best regards,



Annie Gyg,
ECPC
Member of the
International Coach Federation



"Hitch your wagon to a star, or you will just stay where you are." - D. H. Lawrence

hywtas (hi-wa-tass) is the acronym for hitch your wagon to a star

COACHING GUIDELINES

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Life coaching is a process of discovery to help you identify exactly what it is you really want, understand where you're presently at relative to where you want to be, and then develop a strategy to get from here to there.

Procedure:

You (as "Client") will contact me (as "Coach"), by phone/Skype, for each session, at the day and time mutually agreed upon.

Each coaching session will be 30 to 60 minutes in duration. You and I will pre-determine what length of session works best for you. Likewise the frequency of sessions will be determined.

Changes, Cancellation or Missed Appointment:

If you need to reschedule a session, please give me a call at least 24 hours in advance. All make-up sessions are to be completed within two weeks, if reasonably possible. If 24-hour prior notice is not received for a cancellation and cancellation is not due to an emergency, a charge for a 30 minute coaching session may be billed to your account for the missed appointment or late cancellation. If you are on vacation or otherwise unavailable to meet scheduled appointments, best effort will be made to meet our session schedule commitment within the predetermined time frame.

Standards of Ethical Conduct:

I, your Coach, am certified by the International Coach Federation, and abide by their Standards of Ethical Conduct. The standards may be read in full at:

<https://www.coachfederation.org/about/ethics.aspx?ItemNumber=854>

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COACHING GUIDELINES

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Confidentiality:

All of our coaching discussions, and all records of our discussions, are confidential and will not be shared with any person without your prior knowledge and **written consent**, except as required by law. Limits of confidentiality as required by law in Canada include situations involving child abuse or directed threats of violence against others or self.

Nature of Client/Coach Relationship:

As stated here, you are made aware that the **Client/Coach relationship is in no way to be construed as psychological counselling or any type of psychotherapy.**

Also as stated here, you are made aware that **decisions, results, and outcomes of coaching cannot be guaranteed.** You are entering into coaching with the understanding that you are ultimately responsible for creating your own decisions, results and outcomes.

I, [enter name], the Client, have read and agree with the above Coaching Guidelines.

Client Signature: _____

Date: _____

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COACHING AGREEMENT BETWEEN CLIENT AND COACH

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Note: Coaching fees vary according to the number of coaching sessions committed to. The minimum number of sessions is four. Fees will be provided in writing upon request.

We (Client and Coach) agree that:

THE FEE payable by the Client for coaching sessions with the Coach for [X number of sessions] (the "Term) is [\$XXX.XX CDN] per session, with payment due on the date of the first coaching session by [payment method]. If Client and Coach choose to continue to work together beyond this Term, fees will be discussed at that time.

THE COACHING SESSIONS will be [X] minutes each in duration, by telephone, commencing [enter date]. Between sessions, the Client may call the Coach for up to two, five to ten minute "laser-sessions" when the Coach is available, at no additional fee.

RESULTS of the coaching sessions cannot be guaranteed by the Coach as results are primarily dependent upon the actions taken by the Client.

As Coach, I commit to:

SERVING AS YOUR COACH, listening deeply, asking you powerful questions, supporting you, challenging you, encouraging you, collaborating and strategizing with you in your achievement of your goals.

RESPECTING YOUR CONFIDENTIALITY at all times. No information arising from our coaching sessions will be communicated, directly or indirectly with a third party without your informed and written consent, ethical and/or legal reporting requirements excepted.

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**COACHING AGREEMENT
BETWEEN CLIENT AND COACH**

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As Client, I commit to:

TAKING ACTION towards achieving the goal(s) identified in my coaching sessions, on the understanding that my results and successes will be determined by my commitment and motivation in the coaching process.

TAKING FULL RESPONSIBILITY for myself and any actions I take that might be attributed to the coaching process.

I, as client, confirm by my signature below, that I have read, understand and agree with the terms of this Coaching Agreement as well as the Coaching Guidelines.

_____ Date: _____
Signature of Coach

_____ Date: _____
Signature of Client

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CLIENT INFORMATION

This personal information is requested for the purposes of having your contact information on file and to “acquaint” me, your Coach, with your general life circumstances. This information is considered to be confidential and is treated accordingly.

Mandatory fields are noted with an *.

Date of form completion: *	
Name: *	
Home address:	
Primary phone no.: *	
Other phone no.:	
Can messages be left at these nos.?: *	
Primary email address: *	
Other email address:	
Other contact option:	
Occupation:	
Date of birth:	
Marital/Relationship Status:	
Partner's name if applicable:	
Names/ages of children if applicable:	

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