Dear Coachee,

Welcome and thank you for your decision to work with me as your coach!

Please read the pages below

**Coaching agreement**

* And bring it to our first session
* If we are meeting over the phone please sign it scan it and email it

You also have a **client information,** and **primary focus sheet.**

You can choose to email it to me [Patti@PattiWood.net](mailto:Patti@PattiWood.net) before our first session or we can fill it out together when we go over the goals at our first session.

**For phone appointment you should call me on my cell 678-358-6160.** The clock starts at the beginning of our scheduled time.

If you have any questions or concerns that come up in the meantime, please feel free to email me.

Our work together will be both challenging and rewarding. Your decision to work with a Coach says you are willing to grow! I look forward to our partnership.

Warmly,

Patti Wood

**Communication Dynamics Coaching Agreement**

**Coaching Agreement Between**

**Patti Wood (coach) and** \_ **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (client)**

**The following conditions for performance are agreed upon by both parties:**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ engage Patti Wood to provide the services of coaching beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (Date)

1. **Time Agreement: \_\_\_\_ hours at \_\_\_\_ dollars an hour to be paid before the first session or at the end of the first session.**
2. **Coaching Services:** The coaching service may address specific speaking success goals, personal goals, or business goals, or general conditions in your life or profession. It is not therapy or counseling. Other coaching services may include videotaped coaching or assessment, speech or training design, personality assessment, brainstorming, identifying plans of action, examining modes of operation, asking clarifying questions, scripting for success, making empowering requests and encouraging follow through.
3. **Payment Information:**

**One time coaching** payments are due by credit card before the session or by cash or by check at the end of the session.

1. **Missed calls or appointments and late calls or late appointments:**  If you must change an appointment, please give at least 2 day notice. You must reach me live and get my confirmation that I have received your cancellation. If you miss or reschedule an appointment without giving 24 hour notice, you will be charged. There may be times when I need to reschedule an appointment as well. I will give you the same courtesy of as much notice as possible. Please make appointment calls or face-to-face sessions on time. The **time scheduled for the appointment to start will start the clock for the billing time**. If for any reason, you must be late, please call ahead of time.
2. **Shared Responsibility:**  To make coaching work you must share the responsibility. Lead the session, ask for what you want, let me know what is working and not working in our coaching partnership. My promise to you is to be unconditionally constructive. I ask your permission to be bold and forthright in coaching you. This is about your success. I always want your feedback.

**Client Information**

Your Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referral source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Information:**

Home or office telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cellular Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRIMARY FOCUS FOR COACHING**

Identify three things that you wish to focus on during your coaching.

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Strengths

List your five greatest strengths. Consider the following areas as you think about these strengths: Physical, Emotional, Intellectual, and Personality

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are skills you want to improve?

List four areas where you want to grow and skills you would like to improve. Think about those areas that are the most challenging.

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2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are you goals?

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What are the top four things you have been procrastinating lately?

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What tips would you give me on how you are best supported and empowered?

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