



connecting you to your greater purpose!

## Paired Coaching Guidelines

- The minimum paired coaching commitment is 3 months.
- At least 24 hours notice is required for rescheduling sessions (exceptions will always be considered).
- If a partner client is late the time is not made up at the end of the session.
- If the coach is late, the time will be made up at the end of that session or at another session convenient to the partner clients.
- If a session is missed by the partner client, that session is forfeited for that partner client (exceptions will always be considered).
- If the coach misses a session, that session will be made up at no charge to the partner clients.
- The coaching call update form is e-mailed by each partner client 24 hours prior to coaching.
- Payments are made in advance on a monthly basis. The first payment is due before coaching session one.
- At least one months' notice is given to current clients in the case of increased coaching rates.
- All phone calls and/or any travel expenses (if applicable) are to be paid for individually by each partner client.
- If a conflict of interest arises during the coaching contract, the coach will immediately advise the partner clients.
- If either partner client feels the coach has breached any Code of Ethics or confidentiality, the partner client is asked to advise the coach immediately.
- Each partner client and coach agree to keep everything discussed during each coaching session confidential.
- Each partner client understands that he/she is responsible for producing his/her own results and that coaching is not therapy, counseling, legal or financial advice.
- If either partner client or the coach feel that services, other than coaching are required, this will be communicated in an appropriate and timely manner.



inner wisdom  
*coaching services*

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## **Paired Coaching** **Codes of Conduct**

### *You can count on your coach to:*

- Be on time for sessions and to finish on time.
- Be open and honest with you.
- Keep relevant and up to date records of sessions.
- Treat all information, including written materials as private and confidential.
- Respond to voice mails and e-mails within one business day.
- Act professionally and with integrity.
- Follow the ICF Code of Ethics (available upon request).
- Challenge you to be your best.
- Be a committed listener and a partner in your success.
- Honor and respect who you are and the difference you make in the world.
- Fully trust your ability to create results for yourself and your life.
- Acknowledge and celebrate your achievements.



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## Paired Coaching Partner Client Agreement

### *How to get the most out of your Paired Coaching:*

- Be on time to your paired coaching sessions and scheduled times with your partner.
- Make and keep your commitment to work with your partner.
- Keep a separate book or journal for coaching sessions.
- Complete accountability assignments.
- Communicate responsibly and appropriately with your partner and coach.
- Let your coach know immediately if you feel something isn't right for you.
- Take responsibility for your choices and your actions.
- Be honest with yourself.
- Be open to another point of view.
- Agree to hold everything shared within each session as confidential.
- Be willing to be transparent and real with your partner, while respecting and accepting the vulnerability of your partner as well.
- Dream **BIG!**
- Have **FUN**: '*dance like nobody's watching*'.



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## Paired Coaching Rates

(Prices valid from February 15, 2006 and are in US Dollars)

<u>Paired Coaching</u>	<u>3 months</u>
Three (3) – 45 minute sessions per month	\$200/person per month
One time Foundation Fee	\$150 one time/person

### Notes:

1. Each partner is required to pay a one-time foundation fee. The fee covers the design of the initial paired coaching relationship and includes a core values assessment for each partner client.
2. The paired coaching rates apply to Life Coaching and Spiritual Coaching services.
3. The coach is available via e-mail one time per partner client in between coaching sessions as needed for clarification and/or coaching support.
4. Payments are made monthly via debit or credit card on the 1<sup>st</sup> or the 15<sup>th</sup> of the month depending upon when the partner client coaching agreements are executed.
5. Each partner client receives approximately 15-20 minutes of coaching per paired coaching session.