



Coaching Agreement & Client Guidelines

Peter Popovich

704-942-8226

Peter@PeterPopovich.com

Client's Name: _____ Date: _____

Fee

Customized

Meeting Procedure

We will meet at the specified time each week we are scheduled. Our sessions will last 50 minutes. I recommend a six (6) month commitment however the purpose is to meet your goals.

Changes

Our time is valuable so I have reserved your time just for you. If the need arises, let's give each other 24 hours notice and then reschedule. Please make our time together a priority. If you are not available for an extended time period, we will work to rearrange our scheduled time.

Extra Time

Please feel free to call me between scheduled sessions if you need assistance, have a specific problem arise, or want to share a success. I will be happy to make time between our regular sessions. I do not bill for additional time of this type, but I do ask that you keep the calls brief. I also encourage you to e-mail me your progress between sessions and let me know additional ways that I can support your growth and development.

Problems

If I ever say or do anything that upsets/bothers you or does not feel right, please bring it to my attention, immediately. Honesty and trust are critical for our relationship to grow. This will be an open, honest, and safe place for you to come with confidence.

Termination

You may end the coaching process at any time. Cancellation must be in writing.

Confidentiality

Confidentiality is critical to our relationship—our coaching sessions are strictly confidential. Any subject discussed and/or shared, including such things as personal information, future plans, proprietary information, goals, job and company information, will remain confidential. The only exception is anything that is in violation of applicable laws or is believed to potentially place you or someone else in danger.

Nature of Relationship

As a professional coach, my services are consultative in nature. As the client, you are aware that the coaching relationship is in no way to be construed as psychological counseling or any type of therapy. You acknowledge that any and all decisions made and actions taken are ultimately your responsibility as the client, and the coach bears no liability for circumstances surrounding the coaching relationship beyond the provisions specifically contained in this agreement. Both parties agree that should any dispute arise regarding this relationship, it will be resolved by mediation or arbitration from a duly licensed third party source in the State of North Carolina.

How I Coach my Clients

Each professional coach has his or her distinctive style of coaching. I want to share with you how I coach, what I expect of my clients, and what you as a client can expect of me.

- **My clients are very important to me!**
I am honored and privileged to work with wonderful clients. Each person is unique and that is why I enjoy working with each one. Each is growing and developing and I am assisting each to accelerate his or her personal and professional success.
- **I expect your best**
By hiring me as your coach, you are making a statement that you are ready to achieve a new level of personal and/or professional excellence. I am prepared to support and endorse you to reach for more. It is my job to help you identify and systematically eliminate obstacles, both internal and external, to your success. All of this is so that you can be your absolute best.
- **I make direct requests**
As your coach, I will help you move into action. I do this by making direct requests, like, "Will you commit to accomplishing XX by the end of this month?" Or, "I think you are ready for more. So go for it!" You may accept, modify or decline any request. I will always support and respect you regardless of your response.
- **I am an empathic listener and courageous questioner**
When I hear an unusual tone in your voice, or notice something amiss, I will ask you about it. Often, it is these small moments that create the opportunity for a significant shift in your thinking, feelings, or behavior. Be assured that I will not confront or push; I will merely invite you to look at something. I do this because we have a relationship based on trust and respect. Our relationship will support seeing and saying what is true.
- **To accelerate your agenda, I give assignments and challenges**
I like to ask my clients to come up with two or three goals, actions or breakthroughs they want to have between coaching sessions. If it is too much, say so. If you want more, let me know.
- **I want you to use me, not depend on me**
As your coach, I am a resource and supportive presence for your goals. I have an almost unlimited amount of positive energy, compassion, empathy and strength. And, I can share many life experiences that will increase your success and add to the quality of your life. Use me as the professional resource that I am, and know that as your coach I am totally committed to your success.

How to Work with Me and Your First "To Do" List

- **Make a list of what you really want in your work and personal life.**
Coaching facilitates the realization of extraordinary results when you have a clear vision and goals that are based on your values. If you are unsure about your vision and goals, we will work on them during our initial coaching sessions.
- **Get to know yourself ANEW.**
Working with an empathic coach is a powerful way to grow. Most clients hire a coach to accomplish several specific goals, and much of the time is spent working on these goals. Yet, with coaching, don't be surprised if you discover new parts of yourself, or, if you find yourself adjusting your goals to match who you have discovered you really are. This discovery process is natural, so you need not rush it. Just realize that it will likely happen.
- **Expand your level of willingness.**
Part of working with me as your coach is that I will ask a lot of you. Not too much, but certainly more than you may have been willing to ask of yourself. I need you to be willing to experiment with fresh approaches and be open to challenge and redesign the parts of your life that are not

serving you and your vision. The objective is so that you can more easily achieve your vision and live an integrated and fulfilled personal and work life. Let me be specific about the kinds of things I will ask of you. Please be willing to:

- Change your behavior
 - Experiment and try new things
 - Remove sources of stress in your life
 - Redesign how you spend your time
 - Create a vision and goals that are bigger than you've allowed yourself to have before
 - Start treating yourself better
 - Re-look at the assumptions and decisions you've made
 - Tell the absolute truth in every situation, regardless
 - Get the support you need to handle any problem which is getting in the way of you fully realizing your potential
 - Raise your personal standards
 - Stop tolerating or suffering about your life
- **Come to the coaching session prepared, with an agenda.** We have a set amount of time together, and you will want to have a written list of the things you want to share and discuss. I want you to get what you want from our session. Your session prep sheet should include:
 - Successes and wins you've had since our last session
 - Challenges you've faced and how you've handled them
 - Shifts or new "awarenesses" which excite you
 - Outcomes you want for this coaching session
 - What you see as next for you to work on with me as your coachFor your convenience, I have provided a coaching session prep form at the end of this document. Please e-mail it to me at least 24 hours before each coaching session.
- **Enjoy our sessions.** We have work to do together, but I want you to enjoy the sessions with me. Coaching sessions can be enjoyable for both of us. They needn't be intense efforts for you to produce the miracles we both know are possible. Do feel free to set the tone, and I will respect what you need in this area.
- **Keep yourself well between our sessions.** Coaching requires energy—emotional, intellectual, spiritual, and physical. Given this, I want you to take extraordinary care of your well being while being coached. Only you know what this looks like to you, but I request that you go much further than you ever have in this regard. The place to start is to develop a list of daily habits that keep you well. They will and should change over time. Some examples include:
 - Exercise
 - Reading
 - Meditation
 - Eating right
 - Under-promising
 - Getting more sleep
 - Writing in your journal
- **Do your fieldwork before each session.** These are the tasks, results, or changes that you are telling yourself and me that you will do your best to complete before our next session. You must apply yourself and use the homework to help you achieve your personal and professional goals.

Reference/Referral

My coaching practice is based to a large extent on referrals from clients like you. If you are satisfied with the services you receive, please refer prospective clients to me. I would also appreciate a reference letter.

This written agreement is made between Peter Popovich and the client, as indicated by signature below. It is governed by the laws of the State of North Carolina and contains the sole and entire agreement between the parties with respect to coaching services. No waiver or modification of this agreement shall be valid unless in writing and duly executed by both parties.

Peter Popovich

Date

Client's Signature

Date

Revised 1108