



Welcome! ---

I am excited to begin this journey with you. I look forward to getting to know you better in the coming months. In order to best serve you, I have prepared the following packet of information. There are four pages for you to review and sign.

Please return the packet one of the following ways:

1. Fill out the form, print, sign, scan and email to me at **polly@pollychandlercoaching.com**; or
2. Fill out the form, print, sign and mail to me at **P.O. Box 1106, Tiburon, CA 94920.**

With either method, please keep a copy for your own records. If you have any questions, please feel free to email or call me at 603.730.4210.

I look forward to getting started with you!

Polly Chandler

“By creating space and time for reflection, good leaders can become great leaders.”



Name

Cell phone

Phone number to call
for coaching sessions

Street Address

City

State Zip

Emergency contact (Name, relationship and phone number)

Name of employer

Short description of current position

If you were writing a book about this chapter of your life,
what would be the title of the book? (Subtitles accepted)

What is your vision for your future?
What is critical for you to have in your life in the coming years?

This Agreement is entered into as of the _____ day of _____, 20____, between Polly Chandler ("Coach") and _____, ("Client").

- 1. Date of First Session:** The Coach and Client will arrange mutually convenient sessions, the exact time and frequency to be determined.
- 2. Coaching Role:** My role as Coach is to support you in establishing strategic goals for your professional development, and to facilitate a process that enables you to set action steps that move you towards those goals.
- 3. Style of Coaching:** I will use a variety of techniques to help you articulate the goals and action steps. I use questions to help you reflect on your future and to clarify your goals. It is my job to facilitate a process that helps you explore options and obstacles, and set actionable steps to move forward on your professional development journey. You are the best expert, and I will draw on your strengths to develop this strategic path forward. There may be times where I give you feedback, challenge you to reframe your thinking, and even give you suggestions for consideration. However, the coaching process is not about telling or advising. You set the action steps, and how you choose to act on those steps is your responsibility. I work with clients to develop a style and strategy that propels people towards their vision and goals. Coaching is not a substitute for mental health care. I do not purport to provide or offer mental health care. I encourage clients to seek support for health and well being beyond the coaching relationship.
- 4. As the Coach, I agree to:**
 - A. Create a space of trust and open conversation. I will practice active, nonjudgmental listening, and will be committed to supporting you in reaching your goals.
 - B. Keep all our conversations confidential, unless I feel that you are at risk to yourself or others, in which case I will inform you of my concerns. As your Coach I do reserve the right to challenge unethical and immoral activities and actions.
 - C. Keep us focused, and to check our progress during our sessions. I will check in with you to make sure we are meeting your goals, or if you need to change the goal.
 - D. Respond to your emails between coaching sessions, and set up 10 minute conversations by telephone, if there is a pressing need.
- 5. As the Client, you agree to:**
 - A. Come to the coaching relationship with the intention of being honest, and growing as a professional.
 - B. Understand that all comments and ideas offered by the Coach are solely for the help of aiding you in achieving your goals, and give consent to the Coach to aid in achieving those goals.
 - C. Communicate to the Coach at any time, if I believe the coaching relationship is not working as desired.
 - D. Meet or call the Coach at the agreed time, and adhere to the cancellation policy.
 - E. Be responsible for carrying out the action steps I formulate during the coaching session.
 - F. Understand and agree that I am fully responsible for my well being during the coaching calls, and this includes my choices and decisions.

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6. Coach and Client agree to:

- A. Be totally present during the coaching sessions by finding a place where there are minimal distractions, so that conversations can be intentional, honest and focused.
- B. Provide 24 hours notice if there is a need to cancel.
- C. Appreciate that coaching is about setting new visions, and that change in behaviors, professional attitudes and goals takes time.

7. Confidentiality Agreement:

The conversations that we have within our coaching sessions are confidential, and will be protected as such. Information will be shared outside our sessions only with your written consent, or in the event that a Court Judge demands it. However, the following are instances where I would be obligated to break our confidentiality agreement without your permission.

- A. If it is assessed during your participation in coaching sessions that abuse or neglect of children or elders occurring.
- B. If in my presence you threaten to kill or harm another individual, and I am convinced you will act on that threat, or that you may lose control of your actions.
- C. If at any time during the course of our sessions, I determine that you are a danger to yourself, I will inform you of that opinion, and make every effort to keep you from endangering your life. In some cases this may include notifying the police or a family member.

8. Statement of Intent:

Client understands that all comments and ideas offered by the Coach are solely for the purpose of aiding Client in achieving his or her defined goals. Client has the ability to give informed consent, and hereby gives such consent to the Coach to assist in achieving his or her goals.

9. Release of Liability:

Client hereby releases Polly Chandler and Chandler Coaching, their agents, successors, personal representatives, executors, heirs and employees from every claim, suit, action, demand or right to compensation for damages, Client may claim to have, or that Client may have arising out of actions, omissions or commissions taken by Client or by Coach as a result of the advice given by Coach, or otherwise resulting from the coaching relationship contemplated hereunder. Client further declares and represents that no promise, inducement or agreement not herein expressed has been made to Client to enter into this release. The release made pursuant to this paragraph shall bind Client's heirs, executors, personal representatives, successors, assigns and agents.

10. Independent Contractor:

Subject to the terms and conditions of this agreement, the Client hereby engages the Coach as an independent contractor to perform the services set forth herein, and the Coach hereby accepts such engagement.

11. Conflicts of Interest:

The Coach represents that she is free to enter into this agreement, and that this engagement does not violate the terms of any agreement between the Coach and any third party. During the term of this agreement, the Coach shall devote as much of her productive time, energy and abilities to the performance of her duties hereunder as is necessary to perform the required duties in a timely and productive manner. The Coach is expressly free to perform services for other parties while performing services for the Client.

12. Choice of Law:

The laws of the state of California shall govern the validity of this Agreement, the construction of its terms and the interpretation of the rights and duties of the parties hereto.

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- 13. Arbitration:** Any controversies arising out of the terms of this Agreement or its interpretation shall be settled in California in accordance with the rules of the American Arbitration Association, and the judgment upon award may be entered in any court having jurisdiction thereof.
- 14. Headings:** Section headings are not to be considered a part of this Agreement and are not intended to be a full and accurate description of the contents hereof.
- 15. Waiver:** Waiver by one party hereto of breach of any provision of this Agreement by the other shall not operate or be construed as a continuing waiver.
- 16. Assignment:** The Contractor shall not assign any of [his or her] rights under this Agreement, or delegate the performance of any of [his or her] duties hereunder, without the prior written consent of the Company.
- 17. Modification or Amendment:** No amendment, change or modification of this Agreement shall be valid unless in writing signed by the parties hereto.
- 18. Entire Understanding:** This document and any exhibit attached constitute the entire understanding and agreement of the parties, and any and all prior agreements, understandings, and representations are hereby terminated and canceled in their entirety and are of no further force and effect.
- 19. Unenforceability of Provisions:** If any provision of this Agreement, or any portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement shall nevertheless remain in full force and effect.
- 20. Compensation:** As full compensation for the services rendered pursuant to this agreement, the Client shall pay the Coach at the hourly rate of \$ _____ per hour. All payments shall be paid at the end of each session by check or credit card. Client may opt for a package of five sessions for \$ _____, paid in advance. If a company is hiring me as a Coach, then the hourly rate is \$ _____ per hour. The facilitation rate of \$ _____ includes planning, materials and facilitation. A _____ % discount is available when multiple sessions are purchased.

Please Sign:

Client Name _____ Signature _____ Date _____

Coach Name _____ Signature _____ Date _____

Polly Chandler

