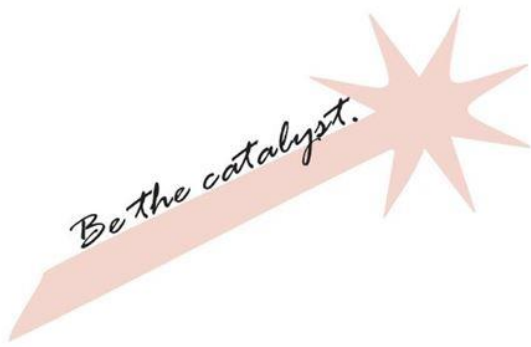


# CATALYST ACTION COACHING



## Catalyst Class *Coaching Agreement*

### **Specializing in:**

*Public Speaking and Communication Training*

*Career Transition and Interview Preparation*

*Mindfulness and Relaxation*

*Life Coaching*

## Coaching Agreement (3-Week Class)

### Background and Approach to Coaching

I am a Certified Master Coach (CMC) and a Coach Member of the International Coach Federation (ICF) with over ten years of experience in teaching and coaching using individual and group methods and have taught locally and nationally. My coaching specialties include: executive coaching, public speaking training, career transition coaching and interview preparation, and mindfulness. I have over 1000 hours of formal training in mind body methods, mindfulness, and various interdisciplinary methods and an MPA with a concentration in Strategic Planning and Leadership Development. While my approach uses some techniques drawn from various therapeutic disciplines, *I am not a therapist* and am *not trying to practice psychotherapy* using these techniques.

### Structure of Class and Personal Accountability

During the group class, you will be a very active participant in the instruction process. In addition to receiving training, you will be given assignments to complete between sessions to practice various techniques to help you reach your goals. Your commitment to doing this work outside our sessions is crucial to your success. I expect that you will do all of the assignments prior to each lesson. This program will include:

- Three 60-minute lessons offered weekly at the set date and time.
- This program is offered as instructional only and does not provide one on one coaching time. Please bring all of your questions to class and your coach will do her best to answer what is possible within the allotted time within the class.

### Financial Agreement and Reschedules

We have made every effort to accurately represent the Program and its potential. Every individual's success depends on many factors, including his or her background, dedication, desire, motivation, and the nature of the business in which he or she is engaged. You have made a commitment to pay the full amount to Catalyst Action Coaching in exchange for the privilege of participating in the coaching program. Your classes will be scheduled at the onset of your program. This class schedule is a set schedule due to limited availability of your coach. Reschedules and credits are not available for this program.

### Confidentiality and Emergency Situations

The Company (Catalyst Action Coaching and Coach Rebecca Cooley) respects your privacy and we must insist that you also respect our privacy. In the course of participation in the Program, confidential and proprietary information, plans, ideas, and trade secrets will be revealed by the Company and by participants. You agree that you will not disclose such information to any person or entity outside of discussions at the Program sessions and will not use any confidential or proprietary materials acquired by you through the Program for any purpose whatsoever outside of the Program, whether commercial, educational, or otherwise. You acknowledge that all

confidential material and information revealed to you is and remains the sole intellectual property of the Company or the participant who revealed it.

Your verbal communication and coaching records are strictly confidential except for information that informs me that you are in danger of harming yourself or others. If an emergency situation occurs for which you feel immediate attention is necessary, you understand that you are to contact the emergency services in your community (911).

## Termination

The Company is committed to providing all Program participants with a positive and productive experience. You agree that the Company, at its sole discretion, may limit, suspend, or terminate your right to participate in the Program without a refund of payment if you become disruptive or difficult to work with, fail to follow Program guidelines, or if your behavior impairs the ability of the instructors, coaches, or fellow participants to participate in the Program.

I, \_\_\_\_\_ agree to the above Coaching Agreement.

**Client Signature:**

**Date:**