



Coaching Agreement



Please complete and send a copy of this form prior to your first session

Please complete this form, taking time to read the sections about confidentiality, etc. If you have questions, please ask. Here is a link to the [VIA Character Strengths Survey](#). Please follow the [link](#), take the survey and either transcribe your top five onto this form or simply send me the full PDF report. We will talk more about these strengths as we move through our first couple of sessions.

*We delight in the beauty of the butterfly, but rarely admit the changes it
has gone through to achieve that beauty*

Maya Angelou

ANNIE RICCI COACHING

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Contact Details

Name

E-mail address

Today's date

Best phone number to reach you

Best mailing address

City

State

Zip

"The VIA Character Strengths Survey" This will [link](#) you to a free, well-researched (but long) questionnaire that will help you to identify your integrated top five (of twenty-four) "Character Strengths". Click on the [link](#) to take the survey. Follow any instructions provided. (No need to purchase the "interpretive report" unless you want to.) This is part of research being done at the University of Pennsylvania related to the emerging field of positivity/strengths-based coaching.

Agreement and Costs

As part of the coaching program offered by your company, you have 9 coaching sessions to be completed over a period of 13 weeks. We will meet weekly for three weeks at a time, followed by one week with no session, allowing you time to pause, reflect on and practice your learnings.

There may be times when we will have to be flexible around scheduling sessions due to other commitments such as business travel, PTO, or my schedule may preclude us having a planned weekly session. You will be given a link to my schedule to book and reschedule appointments when necessary. In the event that circumstances arise that prevent you from continuing with your coaching sessions, please let me know and we can discuss taking a short break if necessary. However, please note that sessions must be completed within 6 months of the start date (i.e. your introductory session) otherwise your coaching sessions will be forfeited.

Sessions run for 45-50 minutes and are conducted via phone. Please call me at 406-401-2101 at our scheduled time.

Cancellations

If you need to cancel an appointment please do so via the scheduling link or you can email me. For urgent messages you can also call, leave a voice-mail or text me. For cancellations less than 24 hours in advance, I'll make a good faith effort to fill the time, and/or I'll find out if you and I can reschedule within a day or two. Otherwise, I may have to count the time missed as a session and it will be deducted from your number of sessions. If I fail to show up for one of our meetings, the next one's on me. I exclude late cancellations due to illness, family emergencies from this policy. I also ask for a 10- minute grace period to get the session started. I will try to be prepared right on time, but if you call me and I don't answer right away, please give me 10 minutes to respond or contact you or answer. I will do the same for you.

Confidentiality and Non-Disclosure

When I'm working with members of a firm, my expectation is that information related to the health and success of the organization be communicated as freely as possible. When your information or news is difficult to share for some reason (but clearly falls within the scope of company reporting policy), I'll help you with that communication. When information related to your personal life comes up (how can it not?), I consider that to be yours to share, not mine. Where life stuff lands on your performance at work, I'll work with you, and if need be, help you to decide how to talk about it. Again, I consider your information to be yours to share, not mine. The only exception to this is if I see something that is a threat to the performance and well-being of the company and your colleagues, and we can't find a way for you to talk about it. Bottom line, I will be rigorous about The International Coach Federation Code of Ethics. When I bring in other coaches to work alongside me in organizations, I ask that they hold these same standards.

Some important small print

While there are some similarities between coaching and psychotherapy, psychotherapy is a health care service and is often reimbursable through health insurance policies. This is not true for coaching. Both coaching and psychotherapy utilize knowledge of human behavior, motivation and behavioral change and interactive counseling techniques. A caveat for confidentiality given that I am still a Licensed Marriage and Family Therapist is that if I reasonably believe there is a threat of self-harm or harm to others, I will contact local officials to keep everyone safe. Other coaches I bring in will also hold the same standards, even if they are not licensed clinicians.

The focus of coaching is development and implementation of strategies to reach clients' identified goals of enhanced performance and personal satisfaction. The relationship between the Coach and Client is specifically designed to avoid the power differentials that occur in the psychotherapy relationship. As your Coach I will be both direct and challenging.

Resolving Differences

I want you to be really satisfied with our work together. If you ever feel that your outcomes are not materializing, or you are not getting what you want out of our work together, I'll trust you to tell me, so we can problem-solve. We will discuss your needs and concerns, make appropriate adjustments, and continue to work on the goals you define unless you choose to discontinue coaching.

Please check here if you would be willing to be contacted as the ICF verifies my time spent coaching with you (they will not ask you anything about the content or outcome of our sessions).

Client Signature:

Date:

Signature:

Date:

Your Executive Coach: *Anna Marie Ricci*

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*Please email a copy of this form to anniericci@anniericcicoach.com
before our first session.*