

LIFE COACHING

INFORMATION & AGREEMENT BOOKLET



Life Works
PARENTING TOOLS

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MOST PEOPLE UNDERSTAND THAT A SPORTS COACH HELPS AN ATHLETE:

- Set goals
- Stay focused.
- Attain their p.b. (personal best)
- Accomplish more through support and training.

IN A SIMILAR WAY AS YOUR LIFE COACH, I WILL:

- Encourage you to set and achieve goals important to you (even goals you may have thought unattainable).
- Focus you to produce better and faster results.
- Encourage you to do more than you would do on your own.
- Provide you with support, tools and structure to accomplish more.

HOW DO I, AS YOUR COACH, ACCOMPLISH THIS?

You have two options: In person or over the phone.

We will arrange a day and time to suit your schedule as a standing appointment. I will call you at our agreed time or meet with you in person.

Family observation is helpful if parenting issues are where you would like to start. I suggest a 45 minute in home observation. Don't worry it won't be staged a lot can be observed even if everyone is on his or her best behavior. Next, I suggest we follow up with a 45 minute session by telephone later that night after the children have gone to bed. My expertise as a parent educator will further assist us in choosing the best plan of action for your family.

Married couples who want coaching at the same time may use a speaker phone or set up their session in person. Either way the first step to a phenomenal marriage is choosing it. Unfortunately, most couples just settle and sixty percent get divorced.

As your coach, I enable you to find your own "answers" by:

- Asking Questions
- Making specific requests
- Actively listening
- Expecting your best
- Being direct and honest
- Assigning homework
- Giving feedback/reflecting
- Being there for you

WHAT COACHING IS NOT.

Coaching is not therapy, counseling or psychology, which deal with past events and how they relate to your thoughts and feelings in the present. Coaching focuses on the present and future and is oriented towards the client setting goals to move forward.

Coaching is not consulting or mentoring in that the coach is not an expert or specialist in the clients' life and therefore does not give the client recommendations or solutions for problems but rather works with the client in drawing on their own knowledge and wisdom to find the solutions that work for them. The coach does not have the answers but has the questions and tools that allow the client to find their own answers.

Benefits of Working with a coach

WHO WORKS WITH A COACH?

People of all ages and walks of life find coaching beneficial. Professionals, movie stars, business owners, parents, married couples, youth, divorced, single, teachers, coaches, entrepreneurs, and people who desire change. Coaching enables people to gain balance, fulfillment, happiness and the success they deserve. Regardless of their profession or personal circumstances, all my clients are successful, resourceful and intelligent individuals that are aiming to get more out of life.

FACTORS NEEDED FOR COACHING TO BE A SUCCESS.:

- The client realizes that a gap exists between where they are in life and where they want to be.
- The client is prepared to learn, grow and most importantly take action to move their life forward.

If you recognize those two factors in yourself then you are ready to work with a coach who will help you develop the right strategies and plan action to achieve you goals. Anything is possible in a coaching relationship and some people experience:

A MORE FULFILLED, HAPPIER LIFE.

As you identify what you want in your life, work towards achieving that and start seeing results you become happier and more fulfilled. You are finally creating the life you want.

LESS STRESS AND MORE ENERGY.

Together we can work on things that drain your energy and cause you stress. By finding strategies to eliminate these things and by focusing on what gives you energy your life will flow, your energy will increase and your stress decrease.

REACH GOALS FASTER

Once you identify what you really want, set goals and begin to see ways to achieve this you are more likely to take actions to reach your goals. Our coaching partnership, with its special tools and techniques, will help you be more efficient and effective with your actions to reach your goals

HAPPIER HOME LIFE

Once you uncover your life purpose, I will assist you in integrating it into your home life. Your life values define you, the true inner you. When you consciously choose to honor your life, so will your family.

How I Coach and What to Expect From Me as Your Coach

I coach mostly by phone which my clients love, because it saves them time and money, as they don't have to travel to an appointment or prepare for a guest. Clients tell me they feel more relaxed as they are in the comfort of their own home or office free of distractions and are better able to stay focused on their session.

As your coach my focus and commitment will be completely on you and what you want in life: you are just as important to me as the goal you set. I will encourage, challenge, question, make request, actively listen and give feedback to help you stay focused on your goal and vision for your ideal life.

I AM HONEST AND DIRECT.

When I notice something different in your manner or hear a strange tone in your voice, I will ask you about it. I will not force you to share but often these are the times when issues get resolved. I will tell you what I hear you say, I will always be honest with you.

I WILL GIVE MY BEST AND EXPECT YOUR BEST.

As your coach I will give my best at each session. Coaching will only be of benefit if you too are prepared to do your best and be your best. If you cannot do that on occasions, I will do what I can to help you be able to attain your best.

I GIVE HOMEWORK (YES HOMEWORK!)

Each session you will be given homework. It will relate to you reaching your goals. Typically you decide the action you wish to take and I support you and hold you accountable to carrying out those actions. Some weeks it may be a small task of thinking about a topic or sometimes it may be a larger task. It's up to you.

I WILL GIVE INFORMATION AND MAY SHARE MY IDEAS, VIEW AND BELIEFS

I am happy to share my experiences, feelings, beliefs and the knowledge I have if you feel open to the idea and the situation is relevant and ethical. I will not force my beliefs or values on you and will always respect you as an individual who has personal beliefs, views and opinions.

I AM HERE FOR YOU.

Coaching is a partnership and as your partner I want to share your highs and lows. Please let me know if at anytime you feel my service is not up to your required standard or you wish something to be changed. You can email, fax or ring me if you have made a break through or a problem has arisen. Extra coaching can be scheduled if needed.

Payment and Fees

On agreement of a coaching contract an invoice will be emailed, faxed or posted to you. Your coaching contract is to be paid before or on the day of your first session for that coaching period.

PAYMENT CAN BE MADE BY: CASH OR CHECK

Make check payable to: Life Works

Mail to: Life Works

PO Box 1315

Palm City Florida 34990

IN PERSON COACHING CONTRACTS

One month coaching fee to be paid in advance at \$100.00 per session. **\$400.00**

MONTHLY CONTRACT INCLUDES:

- Four 60 minute in person sessions
- Unlimited access to my email (response time of 48 hours, excluding weekends and public holidays)
- Extra calls limited to 5-10 minutes
- Free coaching tools as/if needed

BY PHONE COACHING CONTRACT

One month fee to be paid in advanced at \$80.00 per session **\$320.00**

- Four 45 minute phone sessions
- Unlimited access to my email (response time of 48 hours, excluding weekends and public holidays)
- Extra calls limited to 5-10 minutes
- Free coaching tools as/if needed

RECOMMENDED PROGRAM

While you can chose any coaching session format that suits you, often clients ask me what type of program I would recommend. For maximum benefit 12 weeks of continual coaching would be my recommendation. I realize this is not always suitable for everyone's budget and I am flexible to accommodate for this. Please discuss this with me after your first free session.

Hourly speaker Rate \$200.00 /paid by organization or divided by number of participants

Policies and Procedures

YOUR COACHING SESSION.

I offer coaching by appointment via telephone for 45 minutes sessions and in person 60 minute sessions. I may also email you between calls to offer encouragement, reminders, feedback, support and anything else we may have discussed that needs to be sent to you. Phone sessions are usually held the same day and time. The weeks we do not have a session is when you will have a chance to coach yourself and spend more time on your action steps.

EXTRA CALLS OR EMAILS.

If you have a problem or made a break through and you want to share it please feel free to email, fax or call me and I will get back to you within 48 hours (usually 24 hours) excluding weekends and public holidays. While I have time to talk between our regular calls and enjoy being able to offer you this level of service, I will not charge you for this time. I ask that you limit unscheduled calls to 5-10 minutes and you ring between the hours of 8am and 5pm Eastern time.

RESCHEDULED, CANCELLED OR MISSED APPOINTMENTS.

I require that you make your coaching sessions a priority and request that you be ready for my call or my in person coaching session at our agreed time. On the rare occasion you need to reschedule or cancel a session due to unforeseen circumstances please give at least 24 hours notice. (preferably more). Except in the case of an emergency you WILL be charged for last minute cancellations and any schedule calls you miss.

In the event I need to reschedule or cancel a session I will give, (you), the client at least 24 hours notice. In the event I am unable to do this I will give, (you), the client at least 24 hours notice. In the event I am unable to do this I will add a free coaching session to the current months paid sessions.

Confidentiality

Successful coaching requires us to have a trusting partnership. It is unethical to discuss a client's business with anyone. Our conversations will remain as confidential.

CONTRACTS.

A one month coaching contract will be entered into and will be negotiated on a monthly basis thereafter. A monthly contract consists of four 45 minute phone sessions or four 60 minute home visits, unlimited emails and extra 5-10 minute calls between sessions. I strongly recommend three months as the benefits of coaching build up over time. In this way you will make this experience as valuable as possible. Casual coaching sessions are also available.

REFERRALS

Many of my clients come to me through referrals. If you have enjoyed our coaching sessions and feel it has been of value to you I ask you share this experience with others and refer me to anyone you feel may benefit in what coaching has to offer. I am happy to offer anyone you refer to me a free 30 minute coaching session.

If your referrals become clients I will offer you a free session or a fifty dollar gift certificate.

I.A.C. AND I.C.F. CODE OF ETHIC

I also follow the International Association of Coaches (I.A.C.) and the International Coaching Federation (I.C.F.) code of ethics. Please refer to their website for further details or contact me for a hard copy.

www.certifiedcoach.org (I.A.C.)

www.coach.federation.org (I.C.F.)



Please sign and e mail or fax this contract back with pp 7,8,9 before our first session.

I _____ (full Name) of _____
_____ (address) agree to a contract of _____ months or of
individual coaching of _____ phone sessions or _____ in person sessions with Life and Family
Coach Sue Dockerill.

Date: _____ Time _____

I have read the coaching information outlining the requirements and procedures to get the most from my coaching. I accept these requirements and procedures and will abide by.

I have read the coaching information and the agreements outlying the requirements and procedures to get the most from my coaching agreement. I also agree to keep all coaching conversations confidential.

I understand that my coach will support me in my goals and actions but will not provide "answers" to my problems nor will she tell me what course of action I take during my coaching contract and release the coach (Sue Dockerill) of any liability that result from my decisions.

I understand each session of 45- minute duration, last minute cancellations or missed calls will be charged for and time and will not be added to calls that begin late.

Signature: _____ Address _____

Date: _____

Home Phone: _____

Cell Phone: _____

Email: _____ Directions: _____

Web Site: _____

Marital Status: _____

Occupation: _____

Children Name, Age, Characteristic:

Name three area of your life where you would like to see positive changes.

1. _____

2. _____

3. _____

MY WEEKLY SUMMARY

Please fill out the relevant sections below and fax/email to me 24hrs before your next sessions.

Action I took:

I feel

My Progress:

My Difficulties

My Next Step

Support/coach me on:

Something else to tell you:

PART TWO

WHAT ARE YOUR GOALS FOR THE NEXT 12 MONTHS?

- 1.
- 2.
- 3.

If you were to die suddenly tomorrow, what are the five things you will regret never doing, achieving or accomplishing in your life? List things that would have been fun or made your life more enjoyable, both things you'd regret out of guilt.

- 1
- 2
- 3
- 4
- 5

Please rank the above five things in order of importance to you. (Number one is of greatest importance)

- 1
- 2
- 3
- 4
- 5

What is stopping you doing, achieving or accomplishing the top two things on your list?