

Transformational Coaching Intake Package



evolutionary
consulting
seek. experience. evolve.

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Neuroscience for Everyday People

Professional Coaching Agreement

Date: _____ Client: _____

Coaching is a powerful experience – one where you will focus on solutions, forward momentum, and measurable action. Each session will stretch your comfort zone and challenge you to manifest your visions - whatever they may be. Expect “aha” moments, crystal clear life vision, and self-generated action.

This document, between Tiffany Grimes and the above named client, is a professional agreement for individual coaching sessions. Coaching sessions are 45 - 60 minutes in duration and may be done over the phone, skype, or face-to-face. Each coaching session/package fee will be paid in full in advance unless other arrangements have been agreed upon.

COACHING COMMITMENT

As a professional coach, my first commitment is to your privacy—you are assured confidentiality to the fullest extent. I uphold professional commitments, which include honesty, integrity, and forthrightness. The purpose of coaching is to clarify your vision and purpose, set goals, and create action plans in alignment with your intentions. We will focus on moving you forward according to your agenda.

CLIENT COMMITMENT

1. Make all appointments/calls on time, or reschedule at least 24 hours in advance to avoid being charged for a missed session.
2. Have account paid in full prior to coaching call (make arrangements ahead of time).
3. Complete the coaching material. You will receive a coaching manual with materials designed specifically to support you in achieving what you want. My request is that you focus, do the work, and use the materials provided as part of your coaching program.
4. Be honest, forthright, and bold. My job is to support you in those actions YOU have chosen for yourself. I invite you to use coaching as a safe context for examining what works for you as well as what stops you from moving toward your optimum success.
5. Prepare for your call by taking time to identify a focus for our coaching session and by arranging to be fully present when we meet for our coaching call or session.
6. Please tell me what works and what doesn't work in having someone support you.

Signature

As the client, you are fully responsible for your well-being during the coaching program. Coaching is not therapy or consulting; it is your responsibility to use other professionals such as therapists, accountants, financial planners, etc., (as appropriate) to support your growth and development. Our signatures on this agreement indicate full understanding of the coaching services to be provided.

Client

Date

Coach

Date

Client Information

Name:

Mailing Address:

Phone:

Email:

VALUE ASSESSMENT

How can we decide who or what to say yes or no to until we know what matters to us? Let's start with a seemingly simple question, "What is important to me?" Try answering that question as though nobody is listening. Assume no one will ever know what you said. Why? Because if we think that our answers may be exposed or taken out of context we end up giving some blend of what Stephen Colbert calls, "truthiness", or little white reinterpretations of the truth. If we think someone may see our answers, we default to the way we either "wished" we felt or the way we think we're "supposed" to answer.

Self-knowledge is about who you are now – not who you used to be or who you'd like to be. Nor is it about what anybody or anything thinks you "should" be. As you do this activity, own your truth. Good decisions don't come from self-delusion. Instead, they come from bold humility and brutal honesty. When it comes to figuring out what is truly important to you, truth beats truthiness.

Values Exploration:

1. In a journal write down your basic values. To get started, ask yourself, "What do I value most?" Without editing, just brainstorm and write out your list of values. Keep writing until you have at least 10-15. Examples of values include joy, family, financial security, compassion, play, friends, love, courage, etc.
2. Review your list and circle the five values you feel most strongly about.
3. List your top five values:

Desired Outcome

1. This is a great chance to create new possibilities, work on developing a skill, break a habit, or explore a transition. What do you want? What inspired you to use a coach?
Be specific.
2. How will you know when you get what you want? What will **specifically** change?
3. What is your personality like? How do you like to best be coached? Please be specific.
4. List the top **three** outcomes you specifically want at the end of your coaching program.
5. Anything else you think you I should know?

Please return completed form prior to your first session. Email: tiffany@evolutionary-consulting.com or

Mail: Evolutionary Consulting, PO Box 1719 Jacksonville, Oregon 97530