# Coaching Success Guidelines

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The Coaching Process

Coaching can help you to meet the goals that you have for your future when you take the time to develop a solid relationship with the coaching professional. It is the coach’s objective to motivate you and hold you accountable for achieving your goals. From an outside standpoint, a coach may be able to see areas of concern that you are not able to discern. In that sense, the process raises your awareness of a different way to handle your business entity.

**Our Coaching Mission**

Our mission is to help bring your life into balance and align you with your goals and passions.

**What is expected of the Client**

The client is expected to attend each session on time and ready to work. They may need to be open to changes in their goals as the coaching process evolves. Coaches are not judgmental but impartial. To that end, coaches will ask the tough questions and expect the tough answers in order for growth to take place both personally and professionally, but only as it pertains to the business. However, clients do maintain the right to decide what topics to cover and to terminate a subject if they don’t want to discuss it further.

What is expected of the Coach

The coach is expected to listen to the client and their desires and work within that guideline as much as possible. Guidelines will be set down for each session ahead of time so that the client is aware of what behavior will and won’t be tolerated. The goal of each coaching session is to work through setbacks the client may have, clarify goals through exercises and find ways to move forward on goals with the client, i.e. creating action items. The client is expected to hold themselves accountable for what they do and don’t do to make these sessions productive.

How Coaching Works

# I believe it’s important for you to understand my coaching style and expectations for our working relationship. This will enable us to work together more efficiently, and for you to achieve the greatest success.

1. We will meet [WEEKLY/MONTHLY] at [TIME/DAY/DATE].
2. Before our meeting, you will complete the ongoing pre-call form and return it to me no later than 24 hours before our scheduled appointment.
3. To prepare for our call, you will decide on what area you’d like to focus. If you are unsure, then I will help you to determine where my help can be the most effective.
4. You will take the time to do the work necessary to grow your business. Coaching is not a “done for you” relationship. You must commit to do the work, or you will not have satisfactory results.
5. If, at the time of our meeting, you are unprepared, we will reevaluate and decide to move forward or to reschedule.
6. Each month, we will prepare and review the monthly review form, so that we can both know you are benefiting from our relationship. If at any time one of us feels you are not benefiting, we will agree to end our relationship.

Coaching Code of Ethics

# As your coach, I agree to abide by the following:

I will not knowingly misrepresent my knowledge or expertise either publicly or privately, and I will be transparent regarding my education, certifications, and other qualifications.

I will hold all discussions with my clients in the strictest confidence, except where doing so may cause harm to others.

I will not provide information or advice that I do not believe in or that I would not personally follow.

I will honor all agreements with my clients and others, including contracts, scheduling, and assigned tasks.

I will not knowingly take any monetary, professional or other advantage of any coach/client relationship.

I will conduct myself in accordance with this code of ethics whenever I am engaged in any coaching relationship or capacity.

Coaching Confidentiality Agreement

In order for us to work together with integrity, it’s important for us to agree to hold all of our conversations in confidence. Toward that end, you and I agree to never share the following information with others, unless mutually agreed upon ahead of time:

Financial information, including earnings, goals, and coaching fees

Proprietary business information or processes

Coaching strategies and techniques

Any recorded conversations, whether video, audio, or transcribed

Notes and task lists

Any documentation related to our coaching relationship, such as legal agreements, pre-call and post-call review forms, checklists, and questionnaires

How to Prepare for a Coaching Session

# Please use this checklist to prepare for our call each week.

**One Week Prior**

* Block out time on your calendar to complete the necessary work
* Write out your task list

**Daily**

* Work on your task list
* Make notes about your struggles
* Keep a list of questions for our next call

**One Day Prior**

* Complete and return your Pre-Call form
* Review your struggles and questions list
* Verify the time/day of your appointment

**Immediately after**

* Review your notes from the call
* Expand on your plan (if necessary)