

Welcome to CoNKT™

We look forward to our work together!



Getting Started:

Getting started is easy!

Below is a checklist of information for you to **review and email to your coach PRIOR to your Planning Session**. This will help both you and your coach clearly define the coaching program that best meets your needs.

Just follow this easy 3-Step process:

1. Contact your coach to schedule a Planning Session (page 2)
2. Complete your Profile Form & Coaching Goals Worksheet (pages 3-4)
3. Review the Coaching Agreement (pages 5-7)

The Planning Session:

Upon selection of your coach, your first step will be to **reach out to set up a Planning Session.**

In this first session, you will have the opportunity to get to know your coach, ask questions, and go over your goals and expectations for the coaching engagement.

Together you will create a meeting cadence and coaching approach that works with your schedule and is custom designed to address your unique needs.

Because CoNKT™ coaches provide a customized hybrid approach to the coaching engagement, no two experiences are the same.

What you can expect from your coach:

- Confidentiality
- Input, straight feedback, and a sounding board
- Expanded view of what is possible and discovery of new insights
- Careful listening to what you say and questions that increase awareness
- Resources to explore
- Safety, encouragement, and support
- A partnership

What your coach will expect from you:

- Honesty with yourself and your coach
- Commitment to do the work that is agreed upon in each session
- Open mindedness to feedback, and honesty as to what is and is not working for you
- Ownership for your progress and your accomplishments
- Commitment to your coaching agreement

Profile:

First Name: _____

Last Name: _____

E-Mail Address: _____

Phone: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Coaching Goals Worksheet:

What is one change you would like to make over the next 6 months?

If you made this change, what would be the positive outcome?

If you do not make the change, what would be the consequences?

How would you describe your general state of well-being, energy, and self-care?

What else would you like your coach to know about you?

The Coaching Agreement:

FORMAT:

The number of sessions and length of sessions is completely customized to your needs and may range from more frequent brief check-ins to less frequent more lengthy engagements. At the end of each session, you are encouraged to keep a journal of your discoveries and action steps. This will help you to see your progress and help hold yourself accountable for moving forward.

On occasion, you may have an urgent question, request for feedback, or want a confidential response to some situation where you don't want to wait for your next call. Most coaches can accommodate this request and how they handle such needs should be discussed with your coach in your initial planning session.

If you are unable to make your scheduled call, contact your coach 24 hours prior to your session to reschedule. Credit is not given for missed calls.

TERMS:

Each coaching agreement is for a six (6) month term. In the 5th month of your agreement, you will be sent an auto-reminder with the option to extend your agreement for another six (6) month term.

CONFIDENTIALITY:

The Coach represents, warrants, and agrees as follows:

All information provided by the Client to the Coach during the course of the coaching relationship will be deemed "Confidential Information" and kept strictly confidential unless otherwise agreed in writing. The Coach will not disclose any communications, either verbal or written, that have taken place either between the Coach and the Client or with regard to this Agreement without the prior written consent of the Client.

The Coaching Agreement:

CONFIDENTIALITY continued:

This confidentiality restriction also applies to testimonials, which the Coach may use for promotional reasons only with the consent of the Client. The Client may request anonymity in connection with any testimonials to be used.

Notwithstanding the foregoing, "Confidential Information" does not include information that is:

- (a) previously known to the Coach prior to discussions regarding this Agreement, free from any obligation to keep it confidential, or
- (b) publicly disclosed by the Client either prior to or subsequent to the receipt by the Coach of such information, or
- (c) independently developed by the Coach without any access to Confidential Information, or
- (d) rightfully obtained by the Coach from a third party lawfully in possession of Confidential Information who is not bound by confidentiality obligations to the Client.

The Coach may disclose Confidential Information if required to do so under applicable law, rule or order; provided that the Coach, where reasonably practicable and to the extent legally permissible, provides the Client with prior written notice of the required disclosure. The Coach will return, or at the Client's request, destroy, all copies of the Confidential Information in the Coach's possession or control upon termination of this Agreement.

The Coaching Agreement:

LIABILITY:

Coaching services are not in any way to be construed as, or a replacement for, psychotherapy, legal counsel, or medical advice. You are responsible for creating your own decisions and results. You agree not to hold your coach, CoNKT™, or any company affiliates liable for any outcomes resulting directly or indirectly from the coaching process.

COMMITMENT:

Engaging in the coaching experience is confirmation that you have read and understand the coaching agreement.