

Executive Coaching Guidelines

What to expect	Coaching is a process. Many people can create change fairly quickly. However, to refine and <i>sustain</i> that change takes time. My role is to share appropriate tools, resources and processes as well as help you develop the mindset to achieve and maintain the change you desire. I urge you to set goals that motivate you <i>and</i> to be kind to yourself along the way.
Scheduling	We typically schedule up front, all sessions for the same day of the week and time of day. Of course, if occasionally a session needs to be changed, that can be accommodated as detailed in Changes, below.
Changes	Any changes to the scheduled date/time ideally are made no less than 24 hours prior to the date/time scheduled. Every effort is made to honor reasonable requests for rescheduling. Cancellations of less than 24 hours notice may cause forfeiture of that session. I'm committed to keeping my appointments with you and appreciate your commitment as well.
Continuity	This coaching package is for 6 months, one session per week. Due to vacation, business travel or insanely busy work weeks, you may wish to postpone a session. It's vital that we stay on track in order to maintain momentum. So, it's expected that postponements will not force this particular engagement to extend beyond 7 months unless special arrangements have been made.
Focus/Interruptions	To make the most effective use of our time, please make arrangements to avoid interruptions from phone calls and people who are not involved in the appointment. Multitasking (e.g., driving, checking email, walking around) is strongly discouraged as it's impossible to derive the most benefit from the session if you're in any way distracted.
Procedure for phone and ZOOM sessions	Phone: Please call me at 314-313-4996 at the agreed-upon time. Video/ZOOM: Please join the meeting via the link provided in your calendar invitation. Full sessions last approximately 50-60 minutes and Laser Focus calls are about 15 minutes, assuming we start on time. If for some reason the session begins late, I'll do my best to accommodate as much of the session as possible.
Ad hoc session	I am accountable to you during the coaching engagement. Should you need to connect with me outside of scheduled sessions, you are welcome to do so via text, email and/or phone. If you need to have a conversation, we'll get it scheduled as quickly as possible.

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Commitments	At the end of each full session we mutually agree upon up to three Commitments that you'll focus on during the following weeks. These commitments are the incremental steps that build to create the skills and mindset development you seek.
Managing your energy	For you to have the necessary physical and mental energy to get the most from our sessions, you should be as well rested as possible and avoid being hungry or thirsty. With this work, as with any work, it's important that you look after your physical well-being.
Communication	Communication is paramount to a successful collaboration. Much is gained by your taking an active role in communicating candidly throughout the process. Outside of our sessions you may contact me via telephone, text and e-mail as needed. Random calls outside of sessions should be limited to a few minutes as a rule, but this service is provided at no additional charge. Some notice that an ad hoc call is needed is appreciated.
Fees	Fees for coaching are payable by credit/debit card or check and are payable prior to the first session or each month of sessions, dependent upon the chosen payment plan.
Inclusions	In addition to the sessions and ad hoc communications, you'll also be provided access to one or more assessments and be debriefed on your results.
Your satisfaction	If you're satisfied with your experience, please tell others! If not, please tell me so I can work with you to make it right. I want you to get the results you desire <u>and</u> to be happy with your coaching experience.