

# Redefining Woman

## **Coaching Terms and Agreement**

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I am happy to welcome you into the world of coaching. Together I am sure we can create a stronger, more confident version of yourself who has the strength and courage to meet your challenges head on.

Please read through this entire document and address any questions you may have. It is important that we enter our coaching relationship with clear understanding and expectations. With this in mind, the last page is the Coaching Agreement. Please fill that out as directed, sign it and scan it back to me prior to our first session.

### **The Co-Creative Relationship**

The relationship between a coach and a client is Co-Creative, meaning that we are equals. It is important for you to understand that I am not a therapist, counselor or consultant. I am a trained coach using specialized communication skills to support you as a thinking partner. Together we create more power for you to effect meaningful change and take dynamic actions towards your goals.

#### ***Your role:***

- *For Individual coaching clients, please take time before each session to determine what you would like to take away from the session. This is called the “Client Agenda”. Please e-mail me your agenda and any background information needed at least 8 hours in advance. This gives me time to review and prepare for our session.*
- *For Group coaching clients, please review and complete the weekly module prior to the weekly group call. This way you can get the most out of the group discussion.*
- *Treat our coaching sessions as the valuable investment that it is. Protect your investment by showing up to every session on time and setting an intention to be centered, ready to engage and take meaningful actions. This is the time that you have invested in for yourself.*
- *Be willing to take emotional risks, which may make you feel vulnerable sometimes. Finding truths within ourselves is not always comfortable, but necessary for growth.*
- *We will most likely encounter breakthroughs and major shifts together. Please take the time to further reflect and most importantly follow through with your progress.*

### ***My Role:***

- *I will listen closely to you, respond to what I hear and ask a lot of questions. If I hear something in your voice or language that sparks an intuitive thought or that is likely to lead you to finding more direction, I'm likely to ask you about it. Often, it is a minor comment that can bring about big shifts. If you feel I am getting off target, please tell me. Remember, this is about you, not what I think.*
- *At the end of the session, if you do not set specific actions that you are ready to take, I may make a coach request. I ask both group and individual clients to stretch themselves and hold themselves accountable for their forward progress. I may ask you to write about a certain aspect of our conversation, take action on a resolution or bring a possible resolution to our next session if you feel you want more discussion. Of course you are free to negotiate or decline these coach requests.*

### **Ways You Can Get More From Your Coaching Experience**

- Make your Coaching sessions a priority. Come to every call with a specific agenda.
- Complete what you agree to do in between sessions. Integrate what you learn.
- Be open-minded. Try new approaches. Experiment.
- Be willing to change your beliefs and/or patterns if they do not serve you anymore.
- Approach your goals with confidence.

## **Fee Structure**

My Coaching fees are paid as a retainer based on the payment plan that we have agreed upon in our initial consult/discovery call. Print and keep your receipts for your records as these fees may be tax deductible as a business expense. Please check with your CPA regarding this.

Coaching fees:

- Weekly “IMPACT” coaching sessions: \$300 for 4 sessions a month. This includes text and e-mail exchanges as well. Add-on sessions within one month are on an as-desired basis, these run \$60 / session. Sessions run 45 minutes in length.
- Group 6 week coaching program: \$199 for 6 sessions. This includes 6 weekly modules, a weekly group video call and access to a private Facebook group.

Referral Program:

- If you are happy with your outcomes and you see where your friends and/or colleagues could benefit from coaching, please spread the word. If you refer a client who becomes a paying client, you will receive an additional session without charge.

I prefer credit card payments as the method of payment. These can be made directly on my site by clicking the link on the services page.

I can also take a credit card payment over the phone.

I require that you be paid in full by the time that we start coaching or when you renew your coaching package.

## **Private Coaching Session Procedures and Rescheduling / Cancellation Policy**

We will set up a mutually agreed, regular time for our sessions. Please consider a time during which you can find a quiet retreat from family, work or any other distractions.

As we schedule our sessions and you have a conflict such as vacations, business trips or family events, we can use the opportunity to re-schedule at that point. If something pops up after we have set our schedule, we can reschedule as needed. I will do the same with you when I have trips scheduled or family events arise.

I require at least 24 hours notice to reschedule a call. In any case, if you must miss a call, let me know as soon as you are able. As much as my schedule allows, I am flexible to rescheduling. I ask the same flexibility from you from time to time— life happens.

If you cancel within 24 hours of the session, the session is considered forfeited and you will be charged. I will always consider emergency situations on a case-by-case basis.

**I will call you for our sessions. I will try my call again in a few minutes if you do not answer. If you do not call back within 15 minutes of your scheduled session time, the session is considered forfeited and it will count as a used session.**

If for some reason I miss a call and do not return your call within 15 minutes of your scheduled session time, you will not be charged for this session and it is my policy to offer you an additional session free of charge for the missed session.

### **First Call Preparation**

Prior to our first call, please read and send back the coaching agreement documents and the prepare any documents that I have sent for the first call. Also, make sure that you have given thought about the issue that you would like to address. I would always like you to start out with a clear focal point for our conversation and your agenda and take-away.

Please list the top 2-3 things that you would like to address in our coaching sessions and prioritize them:

*I'm looking forward to seeing you grow and benefit from our coaching relationship!*

**COACHING REVIEW:**

Coaching agreement: 4 sessions / month at \$300 / month.

Add-ons: (please circle) extra session \$60 (Maximum 2 add-on sessions per package)

Duration of session: approx. 45 minutes per session

- OR -

Group Coaching: 6 sessions / 6 week period at \$199 per period

OR – outline the details of our individual agreement:

Session Day: Sunday Monday Tuesday Wednesday Thursday Friday

Session Time: \_\_\_\_am \_\_\_\_pm PT MT CT ET other\_\_\_\_\_

**Client Data & Signature Sheet**

**BASIC CLIENT DATA:**

Client Name:	
Email Address:	
Cell Phone:	
Landline:	(day) (evening)
Mailing Address:	
Birthday:	

**PERSONAL CLIENT DATA:**

Marital Status:	
Children: (Names & Ages)	
Occupation:	

Hobbies / Interests:	
Pets:	

Please initial and sign this coaching agreement:

\_\_\_\_\_ I have read and fully understand the coaching terms, fee structures and policies in this document.

\_\_\_\_\_ I understand that Megan Hanewald is not a licensed therapist and that I am responsible for all my decisions, actions and feelings.

\_\_\_\_\_ I have agreed to the coaching fees and fee structure and understand that I shall pay in full before starting coaching or renewing.

**Client Signature/ Date** \_\_\_\_\_

Prior to your first session, please scan this form to:

*Megan Hanewald*  
*Redefining Woman*  
[redefiningwoman@gmail.com](mailto:redefiningwoman@gmail.com)