



# Wonder Spirit

CELEBRATING THE FEMININE SPIRIT

## About working with a coach...and me...

### Welcome:

And thank you for considering me as your coach. I work with amazing, wonderful people and it is my pleasure to welcome you. The purpose of this document is to clarify some understandings, distinctions, expectations, and concepts of a coaching relationship (stuff you want to know, need to know, and may have forgotten to ask). In it I will also offer some tips to get the most benefit from a coaching process.

### Professional Coach Services:

I am a coach; not a therapist, psychiatrist, psychoanalyst, or medical practitioner and do not perform those services. I am a professional Life and Wellness Coach. In general, **Professional Coach Services** address the present and the future and focus on defined goals, interests, and results—similar to a sports coach—except the *playing field* is your life. I am also a *soul coach*, mentor, *muse*, and educator. I utilize tools and practices of wise women, gardeners and farmers, and sages; of coaching, accelerated learning, adult learning principles, career and life experience, intuition, and education; of religious studies, human resource management, and wellness. A coach can increase personal and professional effectiveness, help identify strengths, bolster self-esteem, and help constructively navigate challenges and accomplish more than they could alone. Life coaching is about the *personal side of success*. I'm about loving your life...because it matters and YOU matter. Together you and I co-create possibilities.

### As your Coach I Will:

- ◆ Ask permission to coach you. (Remind me if I forget.)
- ◆ Listen, clarify, and respond to what I hear, feel, and intuitively sense.
- ◆ Encourage you to identify goals that you sincerely want
- ◆ Ask you to do more than you may have done on your own
- ◆ Help you focus better, live in alignment, and feel success more quickly
- ◆ Provide tools, support, strategies, structures to assist you
- ◆ Sincerely care about you

### Focus and Process:

In a coaching partnership, the client chooses the areas of focus. There are usually *tools* to assist in this process—an initial jump start *welcome packet* with a series of reflective questions, for example, and or coaching session prep forms to help you focus before each appointment. Sometimes assessments are used also. It is acceptable and appropriate to request a short interview session if a coach is new to you, just as you would another professional you might consider hiring (i.e. attorney, doctor, hair stylist).

### Coaching is Not Therapy

Coaching is not therapy, which usually goes into depth about issues dealing with the past. Coaching is more co-active and action-oriented—and *spirit-and-wellbeing*-oriented in my case—and focuses primarily on the present and future. In a coaching relationship, the focus is on maximizing the present situation and moving forward—toward the life, aspirations, goals and quality of life you desire and want to live. As your coach I help you find “answers” and solutions for yourself. **It's important to remember that YOU are always the final decision-maker and “subject-matter expert” about your life. Always evaluate and decide for yourself what feels ‘right’ for you and what doesn't. Permission granted.**

### **Expectations and Accountability:**

As your coach, I listen, inquire, encourage, challenge, make requests, advise, and honor your spirit, as you align more of who you are, your goals, your values, and your vision. My focus will be on you and what you identified as priorities in this relationship. I am a partner, ally and advocate with you. I care about you. I see you as good and beautiful already, on a personal journey, a grand adventure to becoming even more true to yourself, happy, and living well.

I am with you on this part of your journey, your ally, and I will offer my best on your behalf. **You, however, are ultimately responsible for actions taken (or not taken) in your life and throughout this process.** Because of the partnership dynamics, specific coaching results are never guaranteed. **I can guarantee, however, that you will** acquire new knowledge, insights, resources, strategies, and tools that you will have, use, and value for the rest of your life.

### **Feedback and Fine Tuning**

The coaching relationship is designed by both of us and will be refined through ongoing two-way feedback during our sessions as needed. If something isn't connecting or feeling right, it should be brought up and discussed readily. [Sometimes, what one *said* and another *understood* may differ.... one of those human communication quirks we work around.]

### ***I Expect Your Willingness to Grow***

We should only be working together if you are ready to move forward and grow—and if you are willing to open time and space to do so. If you are not, I will ask you to do so. If you cannot at this time, I will understand and do what I can to assist you in the moment, to listen, to offer options, and perhaps redirect you to other resources.

### ***I Give Homework and Make Specific Requests***

Coaching is similar to taking an independent study course with a private tutor. There aren't any grades or tests; there IS usually related *homework or field work*. From time to time, I will make a request, such as "Will you accomplish X by the end of the month?" You may accept the request, counter-offer (e.g.: "I can't do X, but I can do Y"), or decline. I will always be supportive of you, whichever way you respond. Know that any homework and requests **will always be directly related** to the objectives you defined for our coaching relationship.

### ***I May Make Recommendations***

Sometimes, I make suggestions on how to handle a situation or approach an opportunity. These are part of my professional training, expertise, and experience, and part of the services I offer. Use what's helpful; ignore what isn't. **Remember, you** are the expert on your life. Always use your own judgment. Trust, honor your *inner knowing*.

### ***I Am Direct***

When I hear a *different* tone in your voice or notice something amiss, or that doesn't feel in alignment, I will ask about it. Sometimes these small moments offer the glimpse of something important. I will mention it and simply invite you to take a closer look.

### ***I'm Here For You***

Call or email me between appointments if you need to. Maybe you can't wait to share a success (I love those!), or some *stinking thinking* needs redirection (and the sooner the better), or you need advice on a challenge. These are included, value-added sweet extras. I only ask that you keep extra calls to a maximum of 5 to 10 minutes. If I'm not immediately available, I will respond within one business day.



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## **Appointments, Coaching Sessions**

Appointment formats include phone calls, email, face-to-face office sessions, Skype, and combinations of the above. I take a keep-it-simple-and-sensible (K-I-S-S) approach. Initial appointments are usually in person or by phone. I want to know who you are and what you're about if we're going to be working together. Coach work is relational. And I've become more selective with my clients. I need good energy, a 'connection,' someone I sincerely enjoy working with and or feel drawn to work with—and so do you. I want both of us to enjoy this process together. (*Love-your-life; it matters* applies to me too.)

## **Fees**

I offer single-session and package options. My website is the place to find them: Monthly coaching packages, Multi-session packages, Group options and Private seminar and retreat options; and single-sessions. In special circumstances, there are additional options as well.

### **Free and Paid Sessions**

A FREE session is where we talk about coaching and me—a short interview of a professional you're interested in hiring; a PAID session is where we talk about you, and all my expertise and resources are made available to empower, energize, and grow your greatness. You can make requests also. It's a working session, and often includes follow-up take-away resources, specific to your needs.

Coaching fees are commonly tax deductible as a consulting, professional development, or education expense on your Schedule C. Wellness coaching may be reimbursable under workplace wellness programs. Consult your tax professional, employer, or wellness program coordinator as appropriate.

### **Payments:**

Payments are made in advance or at the time of your session. Acceptable payments include PayPal, credit card, cash, checks, and money orders. **Make Checks Payable to:** WonderSpirit.

### **Cancellations:**

When you need to reschedule, please let me know at least 24 hours in advance. If you miss a scheduled appointment without calling, you will be charged for the appointment. Emergency situations are an exception.

### **Initial Coaching Period:**

The benefits of coaching build over time. An initial commitment of three to six months is recommended... but not required. Sessions are scheduled weekly, bi-weekly, monthly, or as needed. Some prefer one session at a time. To make this experience as valuable as possible, focus on what you want to accomplish. Consider this a positive investment in yourself, your career, your spirit, and your personal health and happiness.

### **Confidentiality and Ethics:**

It is important that we are honest and open with each other. Know that what we discuss in this coaching relationship I regard as confidential. It will not be shared without your permission. You need to know, however, that coach-client conversations are not considered protected information, and in the rare case, can be subpoenaed by a court of law.

I honor the Code of Ethics of International Coaching Federation (ICF) which can be found at [www.coachfederation.org](http://www.coachfederation.org). And I conduct myself in a manner that reflects positively on the coaching profession. I respect your dignity, intelligence, capability, and wholeness. You are the expert in your life and work and well-being. And you are creative, resourceful, and whole...not broken in need of 'fixing.' Self-discovery is a sacred path. I will help you discover, clarify, and align with who you are and what you want to achieve. I will encourage your self-discovery and personal path finding. And with your agreement, will hold you responsible and accountable on actions and commitments you make to yourself for your growth, success, and well-being.

#### **Proprietary Information:**

As my client, you will frequently receive *WonderSpirit*, *Coachville*, and *Wellness Mapping 360°*® Proprietary Information, Articles, Worksheets, and other Resource Materials. You are welcome to use these and other materials provided in the course of our working relationship. To copy and or distribute proprietary materials –of mine or anyone else’s—without the author’s written permission is a violation of copyright laws. Links to the WonderSpirit web site and other author sites are encouraged. (Many of my articles and resources are posted on the internet.) As your coach, I will also respect the confidentiality of proprietary materials that belong to you and information you provide.

#### **Referrals:**

When you are pleased with and have benefited from our work together, please share your experience with others. I appreciate referrals to friends, family members, and associates who would benefit from my services. When you refer someone to me and they book at least a \$100 session, you will receive \$20 off your next service, and they will receive \$20 off their first session! Referral form and additional details are found on my website. I sincerely appreciate your referrals. Thank you for choosing and recommending me. J

#### **Anything Else – Note here:**

#### **Agreement of Understanding, Release, and Consent:**



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I have read and understand all of the above. I have had the opportunity to ask questions and receive clarification where needed. I agree to and enter into this coaching partnership and the terms presented.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return a copy of this page, when it's signed, to me. \***

\*Unless I already have it

\*via email with scanned pdf or jpeg attached, or US Mail

Thank you.

– Anne J

Anne Wondra

Soul coach, Life coach, Writer, Muse

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