

## Client Coaching Agreement & Expectations

### Session Fees: \$30 per 50 min Session

1. As a client, I understand and agree that I am fully responsible for my physical, mental and emotional well-being during my coaching sessions, including my choices and decisions. I am aware that I or my coach can choose to discontinue coaching at any time.
2. I understand that coaching is a Professional-Client relationship I have with my coach that is designed to facilitate the creation/development of personal, and/or relationship goals and to develop and carry out a strategy/plan for achieving those goals.
3. I understand that coaching is a comprehensive process that may involve all areas of my life, including work, finances, health, relationships, education and recreation. I acknowledge that deciding how to handle these issues, incorporate coaching into those areas, and implement my choices is exclusively my responsibility.
4. I understand that information will be held as confidential unless I state otherwise, in writing, except as required by law. I understand that if I reveal information that involves physically hurting myself or others, the coach must report such information and/or refer to mental health professionals for accordingly.
5. I understand that certain topics may be anonymously and hypothetically share with other coaching professionals or clients for training, educational OR consulting purposes and that the coaches will take great care to change any identifiable details to protect my privacy.
6. I understand that coaching is not to be used as a substitute for professional advice by legal, medical, financial, business or other qualified professionals. I will seek independent professional guidance for legal, medical, financial, business or other matters. I understand that all decisions in these areas are exclusively mine and I acknowledge that my decisions and my actions regarding them are my sole responsibility.
7. Because professional coaching is not considered medical consultation or treatment, health insurance does not apply.

**I have read and agree to the above.**

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

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

I am so excited to take this journey with you! I look forward to our coaching relationship and watching you grow.

## About Me

### Tamara Conway

I have worked in the area of Life & Relationship coaching for over 15 years, and have been married for over 21 years, with 4 children ranging in ages of 20 years old, to 11 years old. My husband and I have served in the pastoral field for over 20 years, serving on secular university campuses as a chaplain, as well as leading congregations of varied cultural backgrounds, throughout the Mid-west and East-cost. I am a Certified Professional Life Coach through Transformation Academy, with advanced training in life coaching techniques, skills and processes, as well as a Advanced Certified Grief Recovery Method specialist, through The Grief Recovery Institute, helping educate clients on how to bring pain associate with varied kinds of loss, and change, to completion, as well as *Helping Children With Loss*. I facilitate trauma recovery groups for women, helping to identify process through beginnings, as well as identify behavior patterns associated with trauma, build emotional maturity and develop tools to grow. I enjoy writing, crafts and helping as many people as I can process through change, leading towards healing.

Working with people is my life call and I look forward to continuing to grow and mature on the journey of life.

### Our Relationship

This relationship is a cooperative one. I view my role as walking this path together, as equals and I encourage you to do the same. I am not a therapist, counselor or consultant. I am a trained coach, using practiced communication and listening skills to support you as an outside thinking partner. Together, we work to effect meaningful change and take actions toward your forward movement.

As a Grief Recovery Specialist, I can also share tools that can help encourage you to make specific small steps moving from a place of pain associated with your losses, and encouraging a restoration of joy.

Please understand, that if you're seeking to change something about yourself and/or relationships, it takes time. Many of the thought and behavior patterns we develop are from as far back as childhood and are deeply rooted. Much like the time it might take to create a new path in a thickly wooded forest, the same is true for building new neural pathways in our brains. We will be working on new ways to react, respond and perceive your life. relationships and losses. Branches pushed aside, can often snap right back into place the first several times you are moving forward. You will likely revert back to old ways of being and experiencing in the beginning. This however, is not what defines failure. It is during these times that you will begin to also become aware of negative patterns, as well as the elevated choices and options available to you in each moment. "Repetition deepens impressions" and by practicing and building new habits, improving the old ones, growth will come.

## **Your Role**

- Making our coaching sessions a priority. You have chosen to invest in yourself. Please take time before each sessions to complete the intake form and any assigned activities and/or session prep questions provided to you by email. Coaching is strongly based on the follow-through with suggestions, completion of activities and participation in discussions with your coaches.
- Complete honesty. It is important and vital for change to happen, and can only do so when we are willing to be honest with ourselves first.
- Please arrive to sessions on time.
- Please arrive with an open-mind. Be willing to have your thoughts challenged, changed/ improved.
- Please give feed back about your coaching experience, what works and what doesn't. I are here to support you, not judge you or make decisions for you, feel free to share honestly.

## **My Role**

- I will listen closely, respond to what we hear and ask questions. I will pay close attention to countenance (when possible) and listen to tone to also help with understanding where you are coming from.
- At the end of the session, if you do not mention what actions you are ready to take, I will make a coach request. I ask clients to stretch themselves, taking a defined action, resolving relationships or tackling things that feel incomplete. You are free to negotiate accept or decline. Most of the work will be in regards to personal awareness, relationship development, how to heal and accomplish change.
- I can not work harder than you. The work to create change on your journey lies solely on your willingness to work the actionable items we discuss. But I will be there to encourage you and push you to move in tandem with the actions actives agreed upon by you.

## **Extra Time**

- Between coaching sessions, if you have pressing question, a brief update, or want to bounce some ideas around, please contact us via email. We will keep our outside communication to a minimum, so that we get the most we can out of our session time together.

## **Fees & Payment Methods**

- *Methods:* I accept Zelle (*Huntington*), Credit Card (*PayPal*), *CashApp*, or *Personal Check* made out to Tamara Conway.
- If you are paying by check, I will ask that you pay for an initial 3 sessions up front. Once those funds are received, we will move forward with scheduling our sessions dates and times.

## **Schedule Changes**

- If a need to reschedule arrises, please give 24 hour notice.
- Refunds are not available for no-shows, or cancelations without a prior notice within 24 hours.
- In the case of an emergency, your session can be rescheduled for a later date.

***ELECTRONIC PAYMENT AUTHORIZATION FORM***

*Please print, complete and return this form to:*

***Tamara Conway***

*480 N. Canton Ctr. Rd., P.O. Box 871021, Canton, MI 48187*

*Or Email: [stamena4life@gmail.com](mailto:stamena4life@gmail.com)*

**CARD HOLDERS NAME (Print):** \_\_\_\_\_

*(As it appears on card)*

**BILLING ADDRESS:** \_\_\_\_\_

**CREDIT CARD TYPE:**    \_\_\_ Visa    \_\_\_ Master Card    \_\_\_ Discover    \_\_\_ AmEx

**CARD NUMBER:** \_\_\_\_\_

**EXPERATION DATE:** \_\_\_\_\_

**CARD IDENTIFICATION NUMBER (Last 3 digits located on back of card):** \_\_\_\_\_

**AMOUNT CHARGED TO CARD:** \_\_\_\_\_ (USD)

I \_\_\_\_\_ authorize \_\_\_\_\_  
to charge the agreed amount listed above to my credit card provided (*of which the first will be collected upon completion of the initial session, and upon the completion of subsequent sessions hereafter*). I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement. If for any reason I am unable to keep this obligation, I will notify my coach as soon as possible, prior to scheduled payment, to make other arrangements or will be responsible for any fees incurred due to payments failure to process.

**CARDHOLDER – Print name and sign below:**

Print Name : \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_