



Navigating Change with

Carolyn M. Brooks

Career and Life Coach

Client Contact Information and Agreement

** Use your down arrow to move to the next field*

Name:	
Address:	
City:	
State:	
Zip:	
Home Phone:	
Work Phone:	
Mobile Phone:	
Primary Email:	
Secondary Email:	
Date of Birth:	
Spouse/Partner:	
Children: ages	
Profession:	

Please read, sign, and complete the following pages.



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Agreements

Welcome to Navigating Change, I'm honored to work with you. Following are policies and procedures I ask you to be familiar with and agree to honor.

Confidentiality

Our relationship is completely confidential. I will not disclose to anyone you are my client and will not reveal the content of our coaching sessions to anyone. This is sacred. You are free to share whatever you choose from our sessions with anyone.

Time Commitment

You are hiring me as your coach because you want to make meaningful changes. Because change happens over time, I am requesting a minimum of a three-month commitment to our coaching process. This allows the coaching relationship to develop and results to occur.

Session Frequency and Fees

I generally coach the 2nd and 4th week of the month. We will create a regular coaching day and time for you. We will have either 2 or 3 60 minute sessions a month.

In person: 2 sessions per month: \$200	Remote, phone or Skype: 2 sessions per month: \$175
3 sessions per month: \$250	3 sessions per month: \$200

Monthly payments need to be received by the first of each month.

We will begin our relationship with a 1.5 hour Discovery session, fee \$195.

I prefer checks, but payment via PayPal are accepted. You do not need a PayPal account and can make payments with a credit or debit card. Copy and paste the following link to make your payments <http://tinyurl.com/cxobm8> Send PayPal payments to NavigatingChange@comcast.net.

For paying via check make check payable to Navigating Change, LLC and mail to Carolyn M. Brooks, 4443 NW Honeysuckle Dr, Corvallis, OR 97330. There will be a \$50 charge for returned checks. Payment is due by the 5th of the month.

Session Procedure

I will arrive or phone you at your scheduled time at the agreed upon location or number. If you need to reschedule I request 24 hours notice. I will extend you the same 24 notice courtesy. We will begin and end our sessions on time.

Agreements continue on the next page.



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Agreements continued

Name Disclosure

For the purpose of professional accountability, Navigating Change, LLC, with your permission, submits clients name, address, city, and state, along with coached hours to the International Coaching Federation (ICF). The ICF does not retain or use this data in any manner. By signing this agreement, you agree to allow Navigating Change, LLC to submit the above named information for review.

Please sign and return a copy of this form to me before our first session signifying your willingness to honor these agreements. Returning completed electronic versions equates to actual signature.

Client Signature: _____ Date: _____

Please print name and address: _____

I am looking forward to being a part of your journey!



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The Coaching Relationship: Getting Started

What do you most want from me as your Coach and from the coaching relationship?

What do you need to tell me about how you make changes that will assist me most in coaching you?

What is your biggest doubt about coaching and how it might (or might not) help you?

What will be the first small indicator for you that the coaching process is working?

What two small changes could you make immediately that would make the greatest difference in your current situation?

What can I do or say to you when you are “stuck” that will return you to action?



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What do you most want to achieve?

What are the 3 biggest changes you want to make in your life/career in the next 3 years?

1)

2)

3)

What is your secret passion?

What are spiritual/ religious beliefs that you want me to be aware of ?

What are you most challenged by?

What is your greatest gift?