

# PARTNERING FOR YOUR SUCCESS



## WHAT IS COACHING?

Coaching is a partnership (defined as an alliance, not a legal business partnership) between the Coach and the Client in a thought-provoking and creative process that inspires the client to maximize personal and professional potential. It is designed to facilitate the creation/development of personal, professional, or business goals and to develop and carry out a strategy/plan for achieving those goals.

Potential benefits of coaching include deeper awareness and clarity, motivation, personal accountability, elimination of false starts, goal attainment, deeper engagement, connection to purpose and meaning, work and life satisfaction, personal thriving, personal effectiveness, high performance, ability to inspire others.

## WHAT IS UNIQUE ABOUT MY COACHING?

At Sublime Shift Transformation Studio by Dharma Growth LLC, we use a holistic and integral approach to coaching. Holistic coaching involves mind, body, emotions, and spirit. The integral approach means that we look at a situation, event, or person and their relationships from a comprehensive systems perspective, while also exploring interdependencies between its various parts. Holistic and integral coaching helps you effectively identify the best growth-promoting options by listening to the wisdom of your whole self.

During a coaching session, we leverage powerful questions and various coaching tools to facilitate opportunities for you to find your own inner voice and tap into the resourcefulness of your whole being.

The three core beliefs and universal guiding principles that represent the philosophical underpinning of our practice are:

- Each human being is whole
- We are deeply interconnected and we all contribute to creating a shared future
- We all have the capacity to create an abundant life, community or the world

## WHAT TO EXPECT DURING A COACHING SESSION?

My role as a coach is to listen to you at a deep level, help you explore your options, help you navigate change or transition, and encourage you to look within yourself at a holistic level for answers because you are your best expert. Your role as a client is to be open to exploring the topics you decide to focus on, consider possible goals, and take healthy and positive action towards them. Together we will work as partners to put your best self forward.

When in my coaching role, I will encourage you to lead an exploration of your issues, perspectives, dreams, hopes, and desires. If you would like specific input from me, I can switch to a consulting role briefly, and offer ideas or additional information for you to consider—with you being the one who sorts through the information and decides what might be useful for you.

Near the end of the session, I will ask you for the specific action you would like to take as personal work or soul work, for the time between sessions. One way to be successful in completing your goals is to do something called “under-promising” or distilling your goal down to a very reasonable, interesting, and achievable task. I will also ask you for a “take-away” from the session—something you gained during the coaching encounter that you can carry with you between sessions, as part of your developing awareness of your growth and sense of accomplishment.

## COACH-CLIENT RELATIONSHIP

1. Coach agrees to maintain the ethics and standards of behavior established by the International Coaching Federation "(ICF)". It is recommended that the Client review the ICF Code of Ethics and the applicable standards of behavior.
2. Client is solely responsible for creating and implementing his/her own physical, mental and emotional well-being, decisions, choices, actions, and results arising out of or resulting from the coaching relationship and his/her coaching calls and interactions with the Coach. As such, the Client agrees that the Coach is not and will not be liable or responsible for any actions or inaction, or for any direct or indirect result of any services provided by the Coach. The Client understands coaching is not therapy and does not substitute for therapy if needed, and does not prevent, cure, or treat any mental disorder or medical disease.
3. Client further acknowledges that he/she may terminate or discontinue the coaching relationship at any time.
4. Client acknowledges that coaching is a comprehensive process that may involve different areas of his or her life, including work, finances, health, relationships, education, and recreation. The Client agrees that deciding how to handle these issues, incorporating coaching principles into those areas, and implementing choices is exclusively the Client's responsibility.
5. Client acknowledges that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association and that coaching is not to be used as a substitute for counseling, psychotherapy, psychoanalysis, mental health care, substance abuse treatment, or other professional advice by legal, medical or other qualified professionals and that it is the Client's exclusive responsibility to seek such independent professional guidance as needed.

If the Client is currently under the care of a mental health professional, it is recommended that the Client promptly inform the mental health care provider of the nature and extent of the coaching relationship agreed upon by the Client and the Coach.

6. The Client understands that in order to enhance the coaching relationship, the Client agrees to communicate honestly, be open to feedback and assistance, and create the time and energy to participate fully in the program.

7. Client understands that coaching is not to be used as a substitute for professional advice by legal, medical, financial, business, spiritual, or other qualified professionals. The Client will seek independent professional guidance for legal, medical, financial, business, spiritual or other matters. The client understands that all decisions in these areas are exclusively theirs and the Client acknowledges that their decisions and their actions regarding them are their sole responsibility.

## SERVICES, SCHEDULE, AND FEES

The parties agree to engage in the professional coaching program. All sessions are delivered by phone or video internet connection.

The time of the coaching meetings and/or location will be determined by the Coach and Client based on a mutually agreed-upon time. The Coach uses Calendly online scheduling system for meeting reservations, and the Client will select from the list of dates and times that best suit their schedule. The Client will initiate all scheduled calls and will call the Coach via the link provided during scheduling. If the Coach will be at any other number for a scheduled call, the Client will be notified prior to the scheduled appointment time.

Coaching fees are paid in advance of the coaching session. The program will not exceed the mutually agreed number of coaching hours. Sessions can be reserved up to 90 days in advance.

The Coach requires 24 hours notification about appointment change or cancellation. Clients arriving or calling late will receive their remaining scheduled time only. If a client is more than 15 minutes late, that will be considered a no-show, and the whole session will be deducted from the total number of program coaching hours. These guidelines are in place to honor the valuable time of both coach and client.

The Coach will be available to the Client by e-mail and voicemail in between scheduled meetings, as defined and described in the Client Welcome Kit by the Coach. The Coach may also be available for additional time, per the Client's request on a prorated basis rate of \$500/hour.

## CONFIDENTIALITY

This coaching relationship, as well as all information (documented or verbal) that the Client shares with the Coach as part of this relationship, is bound by the principles of confidentiality set forth in the ICF Code of Ethics.

However, please be aware that the Coach-Client relationship is not considered a legally confidential relationship (like the medical and legal professions) and thus communications are not subject to the protection of any legally recognized privilege.

The Coach agrees not to disclose any information pertaining to the Client without the Client's written consent. The Coach will not disclose the Client's name as a reference without the Client's consent.

Confidential Information does not include information that: (a) was in the Coach's possession prior to its being furnished by the Client; (b) is generally known to the public or in the Client's industry; (c) is obtained by the Coach from a third party, without breach of any obligation to the Client; (d) is independently developed by the Coach without the use of or reference to the Client's confidential information; or (e) the Coach is required by statute, lawfully issued subpoena, or by court order to disclose; (f) is disclosed to the Coach and as a result of such disclosure the Coach reasonably believes there to be an imminent or likely risk of danger or harm to the Client or others; and (g) involves illegal activity.

The Client also acknowledges his or her continuing obligation to raise any confidentiality questions or concerns with the Coach in a timely manner.

## RELEASE OF INFORMATION (OPTIONAL)

The Coach engages in training and continuing education pursuing and/or maintaining ICF (International Coaching Federation) Credentials.

ICF credentialing applicants may be selected at random for an audit of their client coaching experience hours. If selected for a random audit, the coach will be required to provide the names and contact information of all clients for possible verification by ICF credentialing auditors.

By signing the coaching agreement, the Client agrees to have their name, contact information, and start and end dates of coaching shared with ICF staff members and/or other parties involved in the auditing process for the sole and necessary purpose of verifying the coaching experience hours. No personal notes will be shared. If the Client would like to opt-out, the Coach will provide a Limited Release of Information Form for the Client to indicate the choice.

## RECORD RETENTION

The Client acknowledges that the Coach has disclosed his/her record retention policy with respect to documents, information and data acquired or shared during the term of the Coach-Client relationship. Such records will be maintained by the Coach in a format of the Coach's choice (print or digital/electronic) for a period of not less than 24 months.

## TERMINATION

Either the Client or the Coach may terminate this Agreement at any time with 2 weeks written notice. The Client agrees to compensate the Coach for all coaching services rendered through and including the effective date of termination of the coaching relationship.

## LIMITED LIABILITY

Except as expressly provided in this Agreement, the Coach makes no guarantees, representations, or warranties of any kind or nature, expressed or implied with respect to the coaching services negotiated, agreed upon, and rendered. In no event shall the Coach be liable to the Client for any indirect, consequential, or special damages. Notwithstanding any damages that the Client may incur, the Coach's entire liability under this Agreement, and the Client's exclusive remedy, shall be limited to the amount actually paid by the Client to the Coach under this Agreement for all coaching services rendered through and including the termination date.

## ENTIRE AGREEMENT

This document reflects the entire agreement between the Coach and the Client and reflects a complete understanding of the parties with respect to the subject matter. This Agreement supersedes all prior written and oral representations. The Agreement may not be amended, altered, or supplemented except in writing signed by both the Coach and the Client.

Thank you for choosing me as your coach. I appreciate the opportunity to be part of your growth and success.

For any questions about this Coaching Agreement, please contact me at the number or email below.

Svetlana Dimovski, PhD, PCC  
Dharma Growth, LLC

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WWW: sublimeshift.com

COACHING PROGRAM: TBD  
NUMBER OF SESSIONS: TBD  
SESSION LENGTH: 50 min (flexible)

I have read and agree with the above.

Client's Name: .....

Client's Signature: .....

Date: .....