



Success

COACHING

IMPROVING LIVES THROUGH PERSONAL RESULTS

WHAT IS SUCCESS COACHING?

Success Coaching is a personalized service that helps you produce fulfilling results in your personal and professional life. Coaching is useful when making a career transition, when feeling dissatisfied, re-evaluating life choices, or simply looking to improve the quality of your personal or work life. Through the coaching process, you expand your learning, improve your performance and enhance your quality of life.

The typical coaching process would include the following:

- An individual's personal commitment to achieve his/her dream.
- A set schedule of coaching appointments including dates and times of sessions mutually agreed upon by the coach and you.
- Coaching sessions that include the coach and you discussing and exploring your progress toward your "ideal", any challenges that have arisen, opportunities for improvement, and action steps for the following session.

- Assignments called "Action Steps" that consist of specific behaviors that will help you move toward your "ideal".
- Coaching sessions that are led by your agenda. Your coach will use his skills to help you move forward to achieve your ultimate goal.

As your Life Coach, I will encourage and motivate you, ask powerful questions and help you remove the barriers to achieve your goals. In the end, Coaching helps you achieve goals by assisting you in overcoming obstacles and helping you to use your strengths effectively.

Your Success Coach has also provided you with four other documents: *The Coaching Agreement, Coaching Policies & Procedures, Are You Ready to Be Coached Form, and Client Questionnaire*. These forms, along with the 1st month's payment will need to be returned to Success Coaching before the initial session is scheduled.

Client Name

This agreement between Success Coaching and the above named client will begin on the date this agreement is signed and will continue for a minimum of three months. The fee for this personalized service is a minimum of \$500 per month, payable in advance. This fee includes either: two 45-minute contacts or three 30-minute contacts per month via telephone or in person if the client travels to the Success Coaching office.

The services to be provided by Success Coaching are coaching or tele-coaching as designed jointly with the client. Coaching is NOT counseling, therapy, or advice giving. Coaching may address specific goals the client identifies: achieving balance in one's life, living according to one's values and beliefs, living a more fulfilling life, or general conditions in the client's personal or professional life.

Upon completion of the three months, Success Coaching will convert to a month-to-month basis. The client and Success Coaching agree to provide one another with 30 days notice in the event either chooses to terminate further services.

Coaching is most successful when there is an environment of safety, trust and security. Success Coaching agrees that all information shared by the client will be kept STRICTLY CONFIDENTIAL. The client's willingness to be honest, genuine, and explicitly personal will be respected and honored by Success Coaching and will insure your commitment to the process. Limits to confidentiality include threats to harm self, others, and/or active abuse of children or the elderly.

Throughout the working relationship the conversations will continue to be very direct and personal. The client can expect Success Coaching to be honest and straightforward by asking clarifying questions and making empowering requests. The purpose of this interaction is to hold the client's focus on the things that he/she desires and to keep the client clear, focused, and in action. The client should understand that the power of the coaching relationship can only be granted by himself/herself; and agrees to do just that. If the client sees that the coaching is not working as desired, he/she agrees to communicate that with the coach and takes actions to return the power to the coaching relationship.

By signing below the client agrees to keep appointments, to respect the appointed time frame, and to keep the coach informed as to what is needed to keep himself/herself moving forward.

Joint signatures on this agreement indicate full understanding and agreement with the information outlined above.

Client Signature

Date

Coach Signature

Date

SUCCESS COACHING

Thank you for your commitment to achieving your potential and believing in your abilities! I am excited and honored that you have chosen me to be your Life Coach. The following Policies and Procedures will clarify our coaching relationship and assure that this will be a rewarding experience for both of us. If you have any questions, please feel free to discuss them with me prior to committing to the agreement.

ACHIEVING YOUR "IDEAL"

What is important to you? What have you always wanted to do? What are you passionate about? If you only had one hour to live, how would you spend it? What do you wish you had changed? These questions help you to find that special place that is uniquely YOU; Your Mission, Your Life Purpose is Your Gift to yourself and the world. Moving your life forward to achieve this "ideal" gives you energy, passion, and excitement. Moving away from these ideals gives you complacency, burnout, and a feeling of being "stuck". Success Coaching is all about helping you to discover the passion and excitement that come from living a fulfilling life according to your values. The journey is a process of discovery and learning. The motto is "There is no such thing as failure, only learning."

ESTABLISHING "VALUE"

Coaching works best when you have established that it has value for your life. To determine the value of coaching, ask yourself a few questions like: How much is happiness worth? How much is my dream worth? How much money do I spend now on things to make me happy? How much is it worth to look back on my life and have no regrets? How much will it cost me to stay where I am in life?

COMMITMENT

You are hiring me as your coach because you want to make significant changes in your life. These changes will sometimes happen fast and sometimes not. I am requesting a three month commitment to the coaching process because changes occur over time. This allows the coaching relationship to develop and become powerful. When the going gets tough, we stay in collaboration and work through to the other side. As your coach you have my word that I am 100% committed to you being fulfilled, successful, and obtaining the life that you want.

DISCOVERY SESSION

The initial meeting typically lasts from one to two hours. The intake process is a time to design our alliance, clarify goals, and identify the key aspects of the coaching relationship. This process can be done over the phone or in person. As your coach, I am willing to meet with you at your home or office if you live within 15 miles of the Success Coaching office. In order to prepare for the initial meeting, I ask that you complete the *Are You Ready to be Coached?* form and the *Success Coaching Questionnaire*.

CALL PROCEDURE

To demonstrate your commitment to coaching, it is your responsibility to call Success Coaching at your scheduled time. The Coaching Line is dedicated exclusively to Success Coaching clients. I will honor our time by committing to be available during the scheduled session. In the event of an emergency on my behalf, I agree to attempt to contact you at the numbers that you provide and reschedule the appointment at the earliest convenience. If an emergency arises on your behalf, leave a voicemail message as soon as possible and contact Success Coaching to reschedule. Your time is reserved exclusively for you so a missed appointment, without notice, will be billed at the regular rate.

NON-SCHEDULED COACHING TIME

In between our scheduled coaching times, you can share your successes, struggles and achievements by sending me an e-mail, voicemail or fax. Struggles during the coaching period are vital and a sign of GROWTH! Embrace the changes as you transform yourself and renew your confidence in your abilities. If an emergency arises, you can contact Success Coaching and I will attempt to contact you the same day. Out of courtesy to your coach, please limit these calls to five or 10 minutes.

Success
I will move forward.

ARE YOU READY TO BE COACHED?

ACTION STEPS AND ACCOUNTABILITY

As your coach, it is my responsibility to help identify the things that YOU want in order to lead a more fulfilling life. I abandon all judgments in order to fully embrace YOUR passion in life and encourage YOU to take the necessary steps that YOU identify to make YOUR life better. This is YOUR life and YOU have all the answers within YOU to make this life whatever YOU want. It is my responsibility to ask the right questions that help you to identify what it is that you really want. Accountability is such a big part of Success Coaching. You will be challenged to commit to action steps and identify ways to hold yourself accountable. Some of these ways may include an e-mail or voice mail to Success Coaching, financial incentives, self-discipline techniques, or accountability to friends or family. By holding yourself accountable, you are SIGNIFICANTLY increasing your chances of achieving your "ideal". I look forward to being a part of this process and will cheer you on all the way!

INTERNAL OBSTACLES

Call it whatever you want - "stinkin' thinkin'", "negative self-talk", "shoulda, coulda, woulda" - but the reality is that the thoughts that come up in your head are often the very things that keep you from reaching your dreams. Identifying these "gremlins" is an important part of the process of coaching. During our time together I will frequently identify the "gremlins" that are talking so you can become acutely aware when they are present and learn how to manage them.

ALLIANCE BUILDING

Building the alliance gives you the opportunity to tell me what is important to you. It is a time to talk about what you expect out of me and specific things that you need out of the coaching relationship. It is a time to define personal boundaries, confrontation styles, and engage in an honest discussion about the direction of coaching. YOU are in the driving seat and it is my responsibility to make sure you are going in the direction that you identified. As the driver, you are allowed to change direction at any time and I will announce the change and continue to ride. This time is also an opportunity to tell you about myself and my coaching style. I will listen acutely to the things that you are saying and offer powerful questions to help you discover the wisdom within you. Some of the questions will resonate while others will not; tell me when questions do

not hit the mark. I will frequently intrude on you to help keep the focus or identify an intuition or nuance. This is not to be rude, but only to help you keep focused. These coaching skills are important to the process and are designed to deepen your learning. Emotions frequently surface while being coached and I encourage you to embrace the emotions and to not be self-conscious. I will encourage you to stay in the moment and deepen your learning about yourself while providing a safe and secure space. Be advised the coaching session will not always end on a happy note either. Sometimes the session will end with you feeling confused, sad, or even scared. I usually give a request for you to spend some time prior to the next session processing the emotions internally to see where it leads you. Remember that you are ALREADY naturally creative, resourceful, and whole! You do not need to be "fixed".

REFERRAL

Coaching is not a "cure-all". Sometimes you may come to the awareness that counseling or therapy would be beneficial in helping you work through issues in your life. I will be glad to offer referral recommendations if asked, but due to ethical conflicts, I will NOT be able to do Coaching and therapy.

FEES

The initial Discovery Session Fee is \$250.00, and is due at the time of the scheduled visit. Coaching sessions thereafter are based on a sliding scale fee ranging from \$500.00 to \$1500.00 a month. Clients are required to select the fee that fully commits them to the coaching process. Fees are required up front and credit card billing is done on the 25th of each month. For those paying with check or cash, payment is due by the 25th day of the following month. Sessions will be cancelled or rescheduled due to non-payment. Coaching fees are commonly tax deductible as either a consulting or education expense on your Schedule C. Check with your accountant to confirm the deductibility of coaching. Appointments missed without 24 hour notice will be billed at the regular rate.

SCHEDULE

Coaching is available Monday - Thursday, 9am - 4pm. Appointments can be scheduled by calling the Success Coaching office at (337) 310-1125.

Name
Mailing Address
Home Phone
Work Phone
Fax Number
E-mail Address
Company
Occupation

This questionnaire is designed to help you self-assess your readiness for a coaching relationship. Please circle Yes or No to each question. Return to your coach within three business days.

1. I know what I want to accomplish during the Success Coaching Program, and I am willing to focus on that goal.
Yes No
2. I will set aside time to complete my coaching homework.
Yes No
3. I am willing to keep my appointments with my Coach on the agreed upon days and times.
Yes No
4. I am willing to stop or change behaviors that are interfering with my progress.
Yes No
5. I am willing to try new approaches to help me achieve my goals.
Yes No
6. I will take regular actions to help achieve my goals even if I do not see immediate results.
Yes No
7. I will be open with my Coach about what I like or do not like about how the coaching process is going.
Yes No
8. I will work collaboratively with my Coach to design goals and action steps to move forward.
Yes No
9. I will make payments in advance of the sessions to ensure my commitment to the program.
Yes No

*Success Coaching begins with
the individual's personal
commitment to achieve
his/her dream.*

SUCCESS COACHING QUESTIONNAIRE

Thank you for taking advantage of this coaching opportunity. During the course of your Success Coaching Program, we will create a partnership that will encourage you to discover your place in the world, and enjoy a higher level of personal satisfaction. You will be able to seek ways

to develop a lifestyle that will be compatible with your own unique skills, knowledge, personality and values. Answering the following questions will help you to clarify your thoughts and help me to know you more fully.

What really makes you feel alive and passionate? _____

What do you think is your life purpose? _____

If you had a magic wand how would you use it? _____

What do you do for fun? What makes you happy? _____

How do you want to be held accountable? _____

If you could design a "perfect day" what would it look like? _____

What are your strengths and weaknesses? _____

Please create, "My perfect coach would . . ." Do's and Don'ts list.

Do: _____

Do: _____

Do: _____

Don't: _____

Don't: _____

Don't: _____

Are you willing to tell me when coaching is not working? _____

What do you want to accomplish, change, or create in the first 30 days? _____

What do you hope to gain from this Success Coaching experience? _____

What do you want to know about me? _____

What do you expect from me? _____

Are you ready? (the answer is YES!) _____

DISCOVERY SESSION

The Discovery session, designed by you, is a way to help you feel most comfortable with the initial meeting. The following options are available, so please take a moment to explore and mark your preferences. I am looking forward to helping you find your mission in life and moving toward a more fulfilling existence.



*Through the coaching process,
individuals expand their
learning, improve their
performance, and enhance
their quality of life.*

LOCATION

YOUR HOME _____

YOUR OFFICE _____

MY OFFICE _____

TELEPHONE _____

OTHER _____

FORMAT

COFFEE TALK

This is the traditional meeting format. We will sit around the table and discuss the issues you want to address as well as spending time designing our alliance.

FUN AND CREATIVE

This style of Discovery involves the use of creative art activities to help you communicate and explore your "ideal".

OUTDOORS

For some clients, the outdoors allows them to feel more relaxed and at peace. Whether this is in your backyard or at a local park, it can be arranged.

HOUSE CALL

If being at your home in the family room helps you to be more grounded and creative, this option may be for you!

WALK & TALK

Some clients find that they are more alert and resourceful when they are walking. We can schedule the Discovery session while exercising around the neighborhood or local track.

ABOUT YOUR COACH



Since his college cheerleading days, Scott Riviere has been on a mission to motivate others to Dream Big! He is the CEO of KIDZ, Inc. and founded the non-profit organization, Healing Kidz. Scott obtained his Masters Degree in Counseling Psychology in 1990 and has devoted his career to helping bring out the best in others. He has published several books and is well known as an international speaker in the field of child psychology with a special focus on adolescents. Scott received his training in the Co-Active Coaching® model from the Coaches Training Institute (CTI), and is a member of the International Coach Federation.

He has been married since 1996 and is the father of four wonderful children. Scott's engaging style and sense of humor have been described as "infectious". If your life is in need of a kick start, this is your coach!

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