



DR. LEPORA

GROWTH= CHANGE

PROFESSIONAL & EXECUTIVE COACHING AGREEMENT

Coaching Method & Philosophy

The ultimate goal of my coaching approach is to ensure that the client's goals are understood, a deliberate personal plan is developed for desired outcomes, and that we focus on reaching the client's goals while measuring progress toward success. While the coaching style is straightforward, the client's desires always take precedence. Professional and/or Executive Coaching is the primary focus of our sessions. However, there is an assumption that the client's mental, physical, emotional and spiritual state are all connected to each other. Therefore, all elements are addressed, to some extent, during coaching.

My focus is to assist you, the client to stretch to your best self, professionally. We complete an initial assessment, which mainly consists of a gap analysis to identify the gap between where you are and where you would like to be. We focus on the strengths, resources and capabilities that exist in addition to areas of needed improvements and other obstacles. The ultimate goal is to develop a personal plan and thrive through it. Other tools include meditation, self-observational exercises and behavioral steps.

The Coaching Relationship

As your coach, Dr. Lepora serves as your partner in goal setting, self exploration, action planning and results-oriented personal growth. She is a challenging coach and partner who will hold you accountable to achieve your best self. The coaching relationship is a partnership focused on empathy, exploration, and motivation that is action-oriented toward client goals. Dr. Lepora will be honest and straightforward and invites as well as expects the same from you, the client.

The client is expected to provide constructive feedback about the quality and usefulness of the coaching, and be forthright about a desire to restructure in any way. The success of the coaching engagement greatly depends upon the Client's commitment and openness to the process. The client is held to a high standard of responsibility and accountability. Accordingly, the client is expected to take responsibility for doing work to achieve the desired results.



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Delivery of Services

Individual Executive Coaching

The main advantage of individual coaching is that it is very uniquely customized to you, the individual client. Only you are considered for focus, based on your needs, wants, fears, desires, and goals that you wish to explore. Individual programs offer the greatest flexibility as they can be adjusted to explore the current issues in your life. Since it is personalized, we are able to delve more deeply into a particular issue or personal goal that you wish to work on. It is also private.

Peer /Group/Team Coaching

The purpose of group coaching varies. Such purposes and benefits include:

- Coaching multiple individuals who share similar goals : These individuals are able to learn from each other's questions, empathy and support.
- Coaching individuals who are seeking relationship building. Coaching can help to mend and improve team relations, group relations and other group related dynamics

Group Coaching creates a dynamic that is very powerful among multiple individuals and lowers costs for each individual.

Sessions

- Coaching is delivered during sessions by telephone an internet link such as Skype, or, if desired, in person within the Metropolitan Atlanta, GA area.
- Scheduled sessions may be augmented with occasional "emergency" or unplanned calls based upon coach availability.
- Sessions aim to be flexible, including Saturdays and evenings. Sundays are available only on an emergency, non- routine basis.
- The coach will generally initiate the call/ internet session in order to incur any related calls.
- Typical sessions last approximately 50-60 minutes.
- 30 minute sessions are also available
- Some E-mails are included with Coaching Packages (see investment section).



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Confidentiality

The coaching relationship is confidential. The coach will make every effort to honor the client's confidence. The client's identity, client relationship, and nature and content of the client's work will remain private and confidential.

Exceptions to Confidentiality

The coach will not share any information about the client with a third party unless the client consents verbally and in writing (email is acceptable) to allow the coach to discuss the client's work with specific parties for specific reasons that benefit the client.

The Coach will maintain confidentiality to the extent permitted by law. The coach may be required to share information if subpoenaed due to any legal requirement. In such an event, only information strictly required by law would be shared. In the event that the coach believes there is clear and imminent danger to the life and physical safety of the client or others, the coach may need to disclose selected information in order to make appropriate and potentially life-saving interventions.

Termination of Coaching Sessions

24 hours notice of meeting cancellation is required. Otherwise, the coach reserves the right to not grant credit for the session, due to opportunity loss. Either party may end the coaching relationship at any point, for any reason.



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Coaching Investment

Coaching is a valuable investment in yourself to help you **be your best self**. Immediately following are the investment fees.

Standard Coaching Package @ \$2,000 per month

Offers you up to four hours of private coaching per month with unlimited email between sessions.

Extended Coaching Package @ \$5,500 for 3 months

Offers four hours of coaching per month for 3 months with unlimited email between sessions.

Expanded Coaching Package @ \$10,200 for 6 months

Offers four hours of coaching per month for 6 months with with unlimited email between sessions.

*You may also book **individual one hour executive coaching sessions @ \$500 per session.***

Thirty minute coaching sessions are an option with limited availability **@ \$250 per session.**

Payment Methods Accepted

Payments are made in advance. Payments can be placed online or over the phone. Credit card, e-check and regular check payments are accepted. We do not accept cash.



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Hold Harmless

The Client is responsible for his/her own decisions and actions. The Client agrees to hold the Coach free from all liability for any advise or consultation not related to, directly or indirectly related to coaching-related communications between the parties.

The Client agrees to indemnify, defend, and hold harmless Dr. Lepora, Results Company and any employees from any and all liability or expenses of any nature whatsoever.

In the event that the Coach is unable to perform, in whole or in part, investment will be refunded and the Coach will not be under any further obligation.

Our signature below certifies understanding of, and agreement with, the following:

I agree to utilize Dr. Lepora, Growth = Change Coaching services with the full understanding that Dr. Lepora Menefee, Growth= Change Coaching services, any employees or volunteers are in no way responsible or liable for my decisions, actions and their related outcomes. I have read this client service agreement and agree to abide by its terms and conditions, and acknowledge receipt of my own copy of this Agreement.

Client's Signature: _____ Date: _____

Printed Name: _____

Dr. Lepora/ Growth = Change Coaching requires the above client signature prior to commencing any coaching work. Please complete and then email a signed copy of this page to Dr. Lepora/ Growth = Change Coaching @ Change@drlepora.com.

If you have any questions, please call or email me immediately. It is my intention to help you reach your goals and achieve greater personal and professional success through Coaching.