



WHAT'S In You?

COACHING

Coaching Educators to Be Resilient and Thrive!

Date:

Dear Client Name:

Address:

I am pleased to welcome you as my client and I look forward to collaborating with you. We will engage in three, 60 minute coaching sessions as requested and you also have access to unlimited email coaching as well as the option of calling me between coaching sessions to share “wins,” updates or for 5-minute “laser” coaching calls. I can also be reached directly at (1-855-942-8768), or marcia@nucoaching.com. For our coaching sessions, please call me directly at (214) 425-8467.

At your earliest opportunity, please complete and return the enclosed forms. **The most urgent are the coaching agreement and client information form, but if possible, I would appreciate the return of all of the forms to me via email (marcia@nucoaching.com) before our first scheduled session:**

- Coaching Agreement
- Client Information Form
- Client History
- Coaching call agenda

You will also receive, via email, a copy of the International Coach Federation Code of Ethics, which are standards I adhere to and take seriously, as well as a “State of Your Life” assessment. You may use this as a gauge of topics and issues you may want to address as you build a foundation to move towards your vision. I have other worksheets and tools available, depending on your needs. Some clients enjoy these types of tools, while others never use them. We all have different styles and I will honor your learning and coaching style. I will send them if you request them, but do not want to bombard you with too much information!

If you have questions prior to our session, please feel free to call me. Thank you for the privilege of serving as your Resiliency Coach, Writer, Speaker and Educational Strategist.

Warmest wishes,

Marcia Collins, Resiliency Coach, Writer, Speaker and Educational Strategist

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Coaching Client Information Form

Welcome! I am delighted to be your Resiliency Coach and Educational Strategist. I look forward to being your partner as you identify and move towards your vision. You really can have, be, and do exactly what you want, and we will put a structure in place to make it happen. My coaching clients are professionals, educators, bright, committed to spiritually centered lives, fun, and ready to be gently challenged. You are warmly welcomed into my practice!

Please take some time to enjoy the reflection process that follows. Enter your responses into this form, then attach it to an e-mail and send it to me at Marcia@nucoaching.com.

About You and the Organization

First Name		Last Name	
Address		City	
State/Province		Postal Code	
Country		Company	
Title		Home Phone	
Work Phone		Work Extension	
Mobile Phone		Fax Phone	
Email		2nd Email	
Occupation		Who Referred You?	
School District		Position	
Current Curriculum Challenges			

What are the three biggest changes you want to make in your school/district in the next 3 months?

What are the three biggest changes you want to make in your school/district over the next 3 years?

What do you most want to achieve during our initial coaching period? What threatens you most or holds you back from achieving this desire?

COACHING AGREEMENT WITH RESILIENCY COACH AND EDUCATIONAL STRATEGIST MARCIA COLLINS

Please review, sign where indicated, and return to me. Putting this in writing strengthens your dedication.

Client Name _____

How We Will Meet

We will meet by telephone each month based on the number of sessions you select. I am also available as often as you need me for email coaching between sessions. You may find it helpful to email me your coaching call agenda for the call prior to our session. This will give you time to clarify what you most want to focus on.

Group Coaching Fees: (Please refer to website for updated pricing)

Maximum of 15 Participants per group:

Payment

You may render payment by credit card or debit card. Payments are due on the 1st of the month in which service is rendered. We will bill you during the first week of each month for the length of your coaching plan. If you have billing questions, call

_____.

Changes/Cancellations

I request that you make our coaching sessions a priority. In the event that you need to reschedule, please let me know at least 24 hours in advance. Likewise, I may also need to reschedule a session on occasion. I will give you as much notice as possible and try to make rescheduling as convenient as possible.

Extra Time

Please call or email me (marcia@nucoaching.com) between calls if you cannot wait to share a success, need advice, have a challenge, or just want to check in. I have time between our regular calls, and enjoy providing this extra level of service. I do not bill for this type of additional time, I only request that we keep extra calls to 5 to 10 minutes each.

Initial Coaching Period

The benefits of coaching build over time. In order to make this experience as valuable as possible, I have created a minimum coaching period of three months with all of my clients. I **recommend** six to nine months to establish longer-term support as you make major transitions and changes in your personal and professional life. After the initial period, you may extend as long and as often as you like. My clients often stay with me long past our initial coaching period. Since I limit my private coaching practice to a small number of inspiring clients, most of whom continue coaching for an extended period. Your **coaching timeslot is a “reservation” on my calendar, a committed time period that I dedicate to you and your goals. Please indicate here the initial coaching period you would like to reserve:**

- Three months
- Six months
- Nine months

Confidentiality

It is essential to our coaching relationship that you can be open and share honestly. Our conversations are entirely confidential, unless the release of information is otherwise authorized or requested by you, or required by law.

Coaching Credentials and Education

I am a professional Coach and an Educational Strategist and have a certificate in personal development coaching from The CAPP Institute. I have a Masters degree in Education from Texas A&M Commerce University and currently pursuing Doctoral degree in Reading and Literacy Leadership from Walden University, and over 10 years experience as a professional serving in various capacities in primary, secondary and post-secondary education.

Coaching vs. Counseling

It is important to me that you have clarity about the difference between coaching and other types of professional services such as therapy or counseling, consulting and mentoring. Coaching focuses on where you are presently and where you are headed, with a goal of helping you gain clarity about your vision, eliminate obstacles to your success, accelerate the pace of personal growth and achieve results that empower you to live your best life – professionally and personally. We can focus on any area of your life: Relationships, Finances, Spiritual Life, Work and Business, or Physical Health and Environments. While coaching is forward-focused, counseling tends to deal more with past issues in which you may find yourself stuck and struggling. We may occasionally discuss something that has occurred in the past, for the purpose of clarifying the present, but your coaching will not focus on resolving the past. A simple rule of thumb to know whether you should be coaching or counseling: If your past is an issue, counseling is your best option. If your past is simply a fact (regardless of whether the circumstances were difficult or negative), you are probably ready for coaching. If it appears that there is an issue for which you may need counseling, I will suggest it. With the support of a counselor or therapist, some individuals choose to engage in coaching and counseling simultaneously, but with a focus on different areas of life for each service.

Coaching vs. Consulting

Coach focuses on helping you walk your unique path to success. As the client, you are responsible for the results you receive as a result of coaching. I help you discover how to become more of who you need to be to achieve those results and identify what you may need to do differently. A consultant takes responsibility for a specific project, acting as a specialist*, providing specific deliverables and knowledge. I believe in your ability to fully experience your potential and will provide a safe, consistent space for you to develop your potential.

* If my professional experience (in the areas of K-12 education, higher education, corporate, entrepreneurship and publishing) is of benefit to you personally and professionally, I will gladly share what I know.

Coaching vs. Mentoring

As a Resiliency Coach and Educational Strategist, I focus on the development of individual schools, districts, educators, administrators, students, other professionals, and the professional development of academic and instructional in particular. A mentor guides you towards a specific path of development. I am more interested in helping you in a Resiliency Coach and Educationist Strategist role, whereby educational stakeholders within the organization find the proven effective instructional strategies, and tap into practical tools that make them resilient, passionate for excellence and ignite administrative leadership. My job as your Resiliency Coach and Educational Strategist is not to tell you what to do, but rather to help you uncover the answers that lie within you. Consider me a catalyst for your school or district's success.

Thank you

It is a joy and a pleasure to serve as your Resiliency Coach and Educational Strategist. Thank you for entrusting me with the opportunity to support you in this unique way as you take on new challenges, changes and developments on your path.

Client signature _____	Date _____
Client Name _____	
Coach signature _____	Date _____

Billing Information

Name (as it appears on credit card) _____

Company Name (if applicable) _____

Billing address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Type of credit card Visa Mastercard Discover American Express

Credit card number _____ Exp date _____ 3-digit code _____

Authorized signature _____ Print name _____

Please return a copy of this agreement along with your credit card authorization by email to marcia@nucoaching.com.

Coaching Client History

As your coach, it is helpful for me to find out more about you so that I can better support, encourage and challenge you as you move towards your ideal life. Please review and answer these questions, and return them to me at your earliest opportunity.

Thank you.

1. **What have been your three most fulfilling accomplishments within your school or district, thus far?**
2. **What was the biggest thing you have had to overcome?**
3. **How strong/powerful/healthy have you're past collaborations been with current staff members?**
4. **How have you failed, (as a professional) and how has that affected the way you think and act today?**
5. **Have you worked with a coach before? What worked? What did not work?**
6. **How have your attitudes about people and career changed over the past 10 years?**
7. **What has made you the most successful or powerful?**

- 8. Do you have any mental health challenges such as depression, bipolar disorder, anxiety or other challenges that have affected you? Tell me about that.**
- 9. What should I know about your professional background or history?**
- 10. What should I know about past district academic or school climate challenges?**

Coaching Agenda and Prep Form

Please email your responses to me at least one hour before scheduled call time.

Use this coaching call agenda to focus your coaching session on the topic(s) most important to you.

My Name:

My phone number:

My email address:

Coach, I will call you for our coaching session on the following scheduled date/time:

Date –

Time –

Time Zone:

This week, I'm grateful for:

Homework from my previous session was:

Homework progress and results:

What I learned since last session:

In order of priority, during this coaching session from you I want:

- 1.
- 2.
- 3.

You should know today that:

The opportunities I am facing:

The challenges I am facing:

The one question I hope you won't ask me:

Actions I am procrastinating about: