

New Beginnings Coaching

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Welcome!

As you may have already discovered, coaching offers you the opportunity to create what it is that you want in your life. It unlocks your potential and supports you while you maximize your performance and achieve your goals. As your coach, my goal is to get you to where you want to go. My commitment to you is to provide coaching in a space of trust, safety, and challenge. Before we begin though, there are several key points that are important to understand. After reading through the following points and the attached contract, please sign where indicated, make copies for yourself and return to me.

How it works:

I am retained on a weekly basis for 50-minute sessions per week. The fee is paid prior to the first session of every week.

Procedure:

Clients call my office on time at the pre arranged number on the day and time scheduled. Clients need to have a journal to record occurrences. Come to session with updates, progress and current challenges. Let me know what you want to work on and ready to be coached.

Changes and cancellations:

Any changes or cancellations must be made at least 24 hours before the scheduled appointment time. Missed calls with no notice will count as a completed session.

My commitment:

Expect me to be committed to your success, fully present when we meet, challenging, encouraging and always supportive. You are my priority during our time together.

Ponder for a moment:

The commitment to coaching is a commitment to you. Understand that this time is for you and about you. Starting this journey means that you will need to make space in your life to allow the great things that you want to happen to take place. This means making your priority long enough to take the steps necessary to attempt the goals that we establish. If you choose to not use the coaching and keep doing what you have always done, you will get the results you have always gotten.

Coaching Contract

1. I understand and agree that I am fully responsible for my well being during my coaching calls, including my choices and decisions. I am aware that I can choose to discontinue coaching at any time. I recognize that coaching is not psychotherapy and that any professional referrals will be given if needed.
2. I understand that “coaching” is a relationship I have with my coach that is designed to facilitate the development/creation of personal, professional or business goals and to develop and carry out a strategy/plan for achieving those goals.
3. I understand that coaching is a comprehensive process that may involve all areas of my life, including work, finances, health, relationships, education and recreation. I acknowledge that deciding how to handle these issues and implement my choices is exclusively my responsibility.
4. I understand that coaching does not treat mental disorders as defined by the American Psychiatric Association. I understand that coaching is not a substitute for counseling, psychotherapy, mental healthcare or substance abuse treatment and I will not use it in place of any form of therapy.
5. I promise that if I am currently in therapy or otherwise under the care of a mental health professional, that I have consulted with this person regarding the advisability of working with a coach and that this person is aware of my decision to proceed with the coaching relationship.
6. I understand that information will be held as confidential unless I state otherwise, in writing, except as required by law (that excludes disclosure of illegal or unethical activities).
7. I understand that coaching is not to be used in lieu of professional advice. I will seek professional guidance for legal, medical, financial, business, spiritual or other matters. I understand that all decisions in these areas are exclusively mine and I acknowledge that my decisions and my actions regarding them are my responsibility.

As the client, you are responsible for:

- a) Being prepared for each session weekly
- b) Being on time
- c) Making payments on time
- d) Giving 24-hour notice of rescheduling
- e) Being honest at all times

As your coach, I am responsible for:

- a) Being fully present
- b) Being focused on results
- c) Making requests
- d) Complete confidentiality

I have read, understood and agreed to the above.

Client Signature: _____ Date: _____

Coach Signature: _____ Date: _____

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Client Information

Name: _____

Address: _____ City: _____

State: _____ Zip code: _____

Phone: Work _____ Home _____

May I have permission to mail to this address or call you? Yes___ No___

Age: ___ Birthday: _____ Marital Status: ___ Single ___ Married ___ Separated

___ Divorced ___ Widowed

Spouse Name: _____ Age: _____

Children: _____

Employer: _____ Occupation: _____

Is there history of: Alcoholism _____ Substance Abuse _____ Mental Illness _____

Primary Physician: _____ Phone: _____

Any significant Health problems: _____

How were you referred to our office? _____

Who may we thank for referring you? _____

Client Signature: _____ Date: _____

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Date:

Homework assignment:

Draw five (5) pictures on separate pieces of paper titled:

1. The Way My Life Is.
2. The Way I want my Life to Be.
3. How am I going to get from the way my life is to the way I need my life to be?
4. What do I need to change in my life to get to the way I need my life to be?
5. How will I feel when I experience success and balance?

Do your better on this assignment, try.

You are a winner.