

Quickstep Coaching

GUIDELINES

The Coaching Relationship:

At Quickstep Coaching, we believe you are the expert in your life/work and that you are a creative and resourceful person. We also believe that if you are a Christ follower, then the Holy Spirit is actively seeking to guide and direct your discernment, setting of priorities and decisions for action. Our objective is to cooperate with the Spirit's work in you by asking questions that guide you to process your thoughts and self-generate options.

At Quickstep Coaching, we assume that each person in the coaching relationship is guided by his or her values and beliefs. As committed followers of Jesus Christ, we seek to live in accordance with this commitment. In making this disclosure, we are seeking to be open and honest, and we pledge to respect the different values and beliefs of others. We will not seek to impose our values on another, proselytize, condemn, or refuse coaching services to anyone who does not share similar values and beliefs.

Commitment to you:

Our commitment to you is that you will have your coach's complete attention during your time together. Session times are clearly defined and we work to ensure we are complete when our time is finished.

Throughout the working relationship, your coach will engage in direct and personal conversations. You can count on your coach to be honest and straightforward in asking questions and making requests. You are always free to say yes, no or make a counteroffer to any request.

What is expected from you:

The power of a coaching relationship ultimately rests with the client. The most important thing is that you be present and authentic. Say what you are thinking and feeling. Ask for what you want. Don't worry about editing what you're going to say. Your coach is an advocate creating a safe and supportive environment for you to explore and move forward with whatever is on your mind.

If you come to a place you feel the relationship is not working as desired, please talk with your coach about it. We want this coaching relationship to be powerful, meaningful, safe and helpful to you.

What you should know:

In a typical coaching appointment, there will be a predictable rhythm. We will expect you to set the agenda, and the coach will ask you what you want to focus on. Through a process of structured conversation, the coach will ask questions intended to guide you to process your thoughts, gain clarity and develop a plan of action to address the issue.

We will generally resist the impulse to share our experiences, knowledge and expertise as they may or may not be relevant to your situation. On occasion, if you are stuck in generating options for addressing the issue, we may offer examples of options for addressing a similar issue that we have seen used in other client's lives without any obligation on your part to use them. Again, the objective is to help you "*figure it out*" from your own knowledge and experience base.

General Coaching Principles:

1. Coaching is for people who are well adjusted, emotionally healthy, effectively functioning, and want to make changes in their life or more intentionally focus on a challenge, goal or something you are considering or want to accomplish.
2. Coaching is designed to help you address those issues and do something about them to avoid procrastination. These could include personal issues (but are not limited to: career development, relationship enhancement, spiritual growth, lifestyle management, life balance, decision making, and achieving short-term or long-term goals) or ministry objectives, organizational development or just being overwhelmed with life – really anything you want to address!
3. Coaching will be an ongoing relationship for an agreed upon time, although either party can terminate the relationship at any time. Our coaching is accomplished through telephone conversations for the convenience of our clients. No driving through crowded traffic, or setting aside time for travel back and forth.

4. Coaching is about *“helping you to think about things you have not thought of yet,”* and can involve brainstorming, values clarification, the completion of written assignments, education, goal setting, identifying plans of action, accountability, making requests, agreements to change behavior, examining lifestyles, and questioning.
5. Coaching is most effective when both parties are honest and straightforward in their communication.
6. An agreement of payment for services will be negotiated prior to the commencement of the relationship including form of payment, procedures for canceled appointments, and initial length of commitment.
7. Coaching is a confidential relationship. Be assured that we keep all information strictly confidential, except in those situations where such confidentiality would violate the law. The exception is when the Client shares information that gives the Coach reasonable cause to believe there are threats of serious harm to the Client or others. The Coach is obligated to report the situation to the proper agency.

What you should understand about Coaching:

1. As a client, I understand and agree that I am fully responsible for my physical, mental and emotional well-being during my coaching calls, including my choices and decisions. I am aware that I can choose to discontinue coaching with my current coach at any time.
2. I understand that “coaching” is a Professional-Client relationship I have with my coach to facilitate the creation and/or development of personal, professional or business goals; and to develop and carry out a 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, incorporating coaching into those areas, and implementing my choices is exclusively my responsibility.
4. I understand that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association. I understand that coaching is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment; and I will not use it in place of any form of diagnosis, treatment or 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 the mental health care provider 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 is confidential unless I state otherwise, in writing, except as required by law.
7. I understand that certain topics may be anonymously and hypothetically shared with other coaching professionals for training or consultation purposes.
8. I understand that coaching is not a substitute for professional advice by legal, medical, financial, business, spiritual or other qualified professionals. I will seek independent 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 sole responsibility.

Professional Coach Certification:

As part of on going professional development, the hours for these sessions will count towards the coach’s professional development and further professional coaching accreditation and certification. By signing our contract, you agree to allow the hours and your contact details to be provided to the International Coach Federation (ICF) to meet the requirements for your coach to advance his or her credentials as a certified coach. The ICF handles all information with the highest regard towards confidentiality.