

Welcome to Alliance Life Coaching!

I am excited that you have chosen to work with me as your coach. I am looking forward to partnering with you as you define and reach your personal goals!

As your coach, I am a resource and a presence for you to use. I will provide constant support while continually challenging you. I will be your sounding board, a safe and objective person with whom you can speak, your brainstorming partner, motivator, and partner in celebration as you achieve your goals and dreams!

Let’s begin! Fill out the personal contact information and any other details that you think may be helpful on the forms, and then skip to the last section. If you can email me the completed form before our first session that will help me prepare. While we will go over the client agreement, the last section will be the focus of our first conversation. If you have any questions, please bring them up during our first session.

I am honored that you have chosen me to be your coach and am excited to watch you become the best you can be! Let’s make the most of our time and our relationship.

Yours in support & success,

Michael S. Cadrette, CPC, ACC

Certified Professional Coach

Founder Alliance Life Coaching

Phone: 810-434-7986

www.michaelcadrette.com

 

**Client Information**

**(Share as much as you think is important)**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Phone ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sex \_\_\_\_\_\_\_\_\_ Birth Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_\_\_\_\_\_ Height \_\_\_\_\_\_\_\_\_\_\_\_

Martial Status**: \_\_\_**Single \_\_ Married \_\_ Separated\_\_ Divorced \_\_ Widowed

Time Zone:\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Education (last year completed): \_\_\_\_\_\_\_ (grade) Other training (list type and years) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Referred here by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Health Information:**

Rate your health (check): Very Good \_\_\_ Good \_\_\_ Average \_\_\_ Declining \_\_\_ Other \_\_\_

**Marriage and Family Information:**

Name of Spouse \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Phone ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your spouse’s age \_\_\_\_\_\_\_\_\_\_ Education (in years) \_\_\_\_\_\_\_\_\_\_

**Information about children:**

Name Age Sex Living Education Marital

Yes/No in years status

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**Client Agreement**

**AS A COACH**

1. I will be clear with you about the coaching relationship, including any expectations, fees, refunds or guarantees.

• Fee: hourly \_\_\_\_\_\_\_\_\_\_monthly\_\_\_\_\_\_\_ made payable to \_\_\_\_\_\_\_\_\_

• Coaching may be cancelled at any time with a 30-day notice.

2.    I will keep your best interests in mind, coaching you toward your purpose and action plan in light of your preferred coaching style and personality.

3.       I will be prepared for each coaching session.

4.       I will protect all of our coaching appointments and contact you to reschedule as needed with at least two days notice.

5.       I will maintain complete confidentiality, within legal and ethical limits, unless you give me explicit permission to share particular issues with others.

6.       I will never give your name to anyone, for any purpose, without your expressed permission.

7.       I will respect copyrights, trademarks and intellectual property when sharing principles and information gleaned from other sources and seek to give credit where credit is due.

8.       I will represent myself to you with honestly and integrity as explained in ICF’s ethical guidelines.

**AS A PERSON BEING COACHED**

1.       I will protect all of our coaching appointments and contact you to reschedule as needed with two or more days notice.

2.        I will thoughtfully prepare and email a completed Coaching Session Checklist prior to our scheduled appointment. (Optional)

3.        I will call or come to the coaching session promptly at the agreed time.

4.       I will seek to complete each action step by a specific target date and acknowledge that my coach will hold me accountable to do so.

5.       I understand that my coach is not acting as a licensed mental health professional and that coaching is not intended to replace counseling, therapy, mental health care or treatment for substance abuse.

We agree to meet on \_\_\_\_\_\_\_ (day) at \_\_\_\_\_\_ (time) every week, every other week, \_\_\_\_\_\_\_ for the next \_\_\_\_\_ months until \_\_\_\_\_\_\_\_\_. This coaching agreement may then be extended by mutual agreement.

Signature of Coach\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Client\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Optional)** *Please send a copy to me (your coach) at least one day prior to our coaching session.*

**Coaching Session Checklist**

**Accomplishments for this week:**

**Celebrations:**

**What I think I am stuck in:**

**The best way to coach me today and where I need the most support is:**

**Something else I want to talk about is:**

**Field work for next week:**

**Tell Me More About Yourself**

What do you most want to achieve? And are you ready to achieve?

﻿What 3 things do you most want to change today?

Have you tried to change this before?

What have you attempted in the past that didn't work?

Why do you think it didn't work?

On a scale of 0-10, how important is it for you to achieve change today?

What other areas of your life do you want to change (if any)?