



VIRTUOUS CIRCLE
Emotional Intelligence Coaching

Client Data and Coaching Terms Agreement

Please complete this agreement, review the terms, sign & email to kbenforte@yahoo.com along with your completed credit authorization. Thank you!

CLIENT DATA:

Client Name _____

Address _____

Day Phone _____

Evening _____

Email _____

Children (Names & Ages) _____

Partner's Name _____

Birthday _____

Occupation/Employer _____

COACHING TERMS:

Fees: \$500 for 4 sessions per month

Duration of session: approx. 60 minutes per session

Session Day: Monday Tuesday Wednesday Thursday Friday Saturday Sunday Session Time: am pm PT

MT CT ET other _____

Procedures:

Call 929 245 8130 for our sessions.

If you call in and get my voice mail, please leave a detailed message

If you do not hear from me the same day, please try calling back again

I understand that Kamilla Benforte is not a licensed therapist and that I am responsible for all my decisions, actions and feelings.

Client Signature/ Date _____

COACHING AGREEMENT

Client Name:

This agreement, between coach Kamilla Benforte and the above Named client will begin on _____ and will continue for a period of _____ months ending on _____.

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 at any time.
2. I understand that “coaching” is a Professional-Client relationship I have with my coach that is designed to facilitate the creation/development 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, incorporate coaching into those areas, and implement 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 will be held as 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 to be used as 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.

Fees: All fees are paid for in full, unless specified by the prior agreement.

This is a package for a period of _____ months including _____ sessions per month for _____ minutes at a time.

Additional appointments can be scheduled as needed. If you need to reschedule an appointment, please provide at least 24 hour's notice or unfortunately. These fees will be paid in advance.

Services: The services to be provided by the coach to the client are face-to-face or zoom/ Skype-coaching, as agreed jointly with the client. Coaching may address specific personal projects, business successes, or general conditions in the client's life or profession. Other coaching services include value clarification, brainstorming, identifying plans of action, examining modes of operating in life, asking clarifying questions, and making empowering requests or suggestions for action. Throughout the working relationship, the coach will engage in direct and personal conversations. The client understands that successful coaching requires a co-active collaborative approach between client and coach. In the coaching relationship, the coach plays the role of a facilitator of change, but it is the client's responsibility to enact or bring about the change. If the client believes the coaching is not working as desired, the client will communicate and take action to return the power to the coaching relationship.

Prior History: The client also agrees to disclose details of the past or present psychological or psychiatric treatment. In entering into the coaching relationship, and signing the agreement, you are agreeing that if any mental health difficulties arise during the course of the coaching relationship, you will notify me immediately so that I can discuss with you appropriate steps and if any additional referrals are needed.

Privacy: The client can, at any point in the coaching session, declare his/her preference not to discuss a specific issue, by simply stating that they would rather not discuss this issue. The coach agrees to respect this boundary and will not attempt to

forward the conversation further along those lines. Confidentiality All information about the coach / client relationship will remain strictly confidential except in very rare circumstances where decreed by law; ie. where the court might issue a subpoena for the file or information. If you wish for me as your coach to speak to someone outside our interactions, then you need to give me written permission (original letter, fax or email) to do so. Exceptions to confidentiality of course relate to circumstances such as intent to seriously harm someone, child abuse etc. Otherwise, all your information is confidential. It is also important to note that in some situations, it is important to be aware of the use of technology in that for some clients, there is a risk in using certain media such as the internet, mobile phones and cordless phones. If you use these to communicate with me, then I will assume that it is appropriate to continue to do so in my interactions with you.

Termination: Coaching under the terms and aforementioned agreements will continue for the duration of the contracted period. Only under extenuating circumstance can our coaching agreement be postponed up to 6 months of the said agreement. I believe that each of my clients is a unique, creative and extraordinary human in charge of moving

their own life forward. I am super thrilled and look forward to working with you. Our signatures on this agreement indicate full understanding of an agreement with the information outlined above.

Coaching Client

Date

10 BIG QUESTIONS

Please take the time to answer these questions. Use another sheet of paper if you need more space. The purpose of these questions is to expand you and inform me about you. Use more space if you like. E-mail your responses to these questions to kbenforte@yahoo.com

1. What are your strongest beliefs about yourself and the world right now?
2. What gifts do you have that you'd like to make available to the world?
3. When in your life did you feel most creative?
4. When in your life were you most committed to something/someone?
5. What are the greatest accomplishments of your life?
6. About what have you taken the strongest stand?
7. What is the most important lesson you have learned to date? What bit of wisdom would you share with the world?
8. Where do you get your energy from?
9. How might you sabotage this coaching process?
10. How will you know how effective coaching has been for you?

SESSION PREP QUESTIONS

To get the most out of each coaching session, take a quiet moment to consider how you want to use your time with me in our next session. Approximately 24 hours prior to each session please email the answers to these questions to kbenforte@yahoo.com

1. What is your agenda for today's session? What would you like to take away from our session?
2. What feelings, breakthroughs, insights or changes in belief have you had since our last session?
3. What are the biggest personal or professional concerns you are facing right now?
4. What have you accomplished since the last call?
5. What action are you ready to take now?
6. Is there any feedback you would like to give me?

10 GOALS TO REACH IN 90 DAYS

What goals or projects would you like to complete in the next 90 days? Select well defined and realistic, while somewhat challenging goals that reflect your core values what attracts you rather than what you think you should do. Let me know if you would like me to hold you accountable for these goals. E-mail these to kbenforte@yahoo.com

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