



Contact: Ursula Pottinga at ursula@beaboveleadership.com

Agreement and Registration for Coaching Matches AmeriCorps Members 2021/22

Please read carefully:

Upon completion of **the reflection questions in Coaches Console**, you will be matched with a coach for an **INTRODUCTORY DISCOVERY SESSION**.

If you decide that this coach is right for you, set up your first coaching session with your coach.

AFTER this, the coach will contact Ursula to make the coaching agreement official.

If this coach is NOT a good match, contact Ursula immediately to request a SECOND and last DISCOVERY session with another coach.

You agree to:

- To contact the coach **within 14 days** of the email introduction. **Coaches will be re-assigned to other applicants after 14 days.** We will send a brief email introduction to you and the coach with email contact information right after you have been matched. It is your responsibility to initiate the first communication.
- The coach and you will agree to a mutual time to schedule your first coaching session, **after the discovery session** is completed. Please honor the time of the coach. They are donating their time and are excited to work with you.
- You will need to schedule (a minimum) of two calls per month, lasting between 30-45 minutes. If this does not work for you and calls once a month are better, you need to let the coach know.
- Coaching will start sometime between October 15 and November 15, 2021 and will end June/July 2022 (unless differently agreed upon with your matched coach).

- All coaching will take place over the phone. Some coaches will not live in Minnesota but are usually available via zoom. Some coaches may live abroad. Both coach and client need to agree on the form of communication.
- Please make sure after you are matched that the phone situation has been sorted out via email.
- **You agree to honor your time commitment and cancel your appointments with your coach at least 24 hours in advance.**
- The coaches will have a brief reporting structure to complete and email to BEabove Leadership. This is simply to track your attendance, no other information will be shared at any time and all calls are confidential.
- You agree to commit to the coaching process, showing up authentically and making requests to your coach when something is not working for you, **including scheduling a completion session when you feel that you are complete, should this happen before the end of the agreement. Please let the coach know if you wish to complete before the allotted time. We need this for the in-kind donation report that we are required to complete at the end of the program each year. You do not need to give a reason.**

Everything else is a designed and a confidential partnership between yourself and your coach. You get to say what you like to work on during your coaching sessions.

Enjoy this journey; it is both fun and exciting as well as challenging to have this kind of support and a person that will be both mentor/coach and sounding board.

Please let me know if you have questions or concerns - Ursula,
ursula@beaboveleadership.com