



## Welcome Packet

Hello and Congratulations on your decision to work with New Depths Life Coaching. My goal is to inspire you to maximize your personal and professional potential. As a Life Coach, I will support you by:

- Using a client-centered focus that empowers you.
- Applying life coaching to involve only your needs and aspirations.
- Active listening by making sure that I understand you correctly.
- Asking open-ended questions about your situation to allow you to provide thought-provoking answers.
- Help you explore options that you may not have considered.
- Help you prioritize your steps and actions.
- Maintain confidentiality.

I will not give up on you, no matter what circumstances come into light.

Your role is to fully participate in the Life Coaching Process. Be open-minded and honestly respond to questions. Be willing to think of new options and take new steps to help the process make a difference.

I look forward to meeting you!

Sincerely,

Aletheia Hackbarth,

[NewDepthsLifeCoaching@gmail.com](mailto:NewDepthsLifeCoaching@gmail.com)

954-829-4256

## **Background**

Aletheia Hackbarth worked as a Licensed Physical Therapist Assistant from 1996-2012 in outpatient clinics, hospitals, Skilled Nursing Facilities and Home Health. She was the Director of Rehab for five years and was awarded Director of the year twice. She still holds an active Florida license. Aletheia has a BS degree in Business Administration and co-owned a successful worldwide ship servicing company for 12 years. She also has numerous certifications as a scuba diving instructor and has instructed and mentored many divers.

## **Phone Etiquette and Session Guidelines**

My desire is to make each coaching session as productive as possible. Here are some things you can do to contribute to a great session.

### Before the Session:

Email the contract, client information sheet and any other information to the coach 24 hours prior to the session. Clear your mind, remove distractions, turn off other telephones, arrange to be in a place conducive for coaching (Quiet and Confidential), avoid calling on a cellphone while driving or in areas with intermittent service, and have a pencil and pad handy for notes.

### Starting the Session:

Call as close as possible to the scheduled time. If the phone is busy or isn't answered, please call back in 5 minutes.

### During the Session:

Please speak clearly and concisely. Be present, which requires focus. Your center of interest should be on the session and our conversation. Take a moment to think before you respond, if needed.

### After the Session:

Finish writing any notes. Make sure the next coaching session is on your calendar. Schedule time to follow through on your goals. Share your goals with others that you trust.

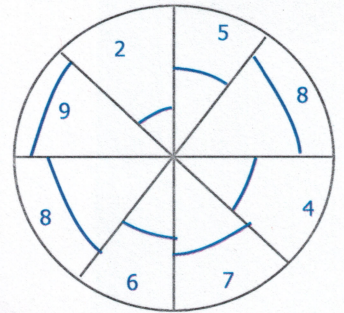
## **Wheel of Life Instructions**

Please review the 8 categories on the Wheel of Life. The categories should together create a view of a balanced life for you. If necessary, you can split category segments to add in something that is missing, or re-label an area to make it more meaningful to you. For example, for significant other, you can change the category to dating, relationship or life partner.

Think about what success or satisfaction would feel like for each area. Next, rank your level of satisfaction with each area of your life by drawing a line across each segment. Place a value between 1 (very dissatisfied) and 10 (fully satisfied) against each area to show how satisfied you are currently with each category in your life.

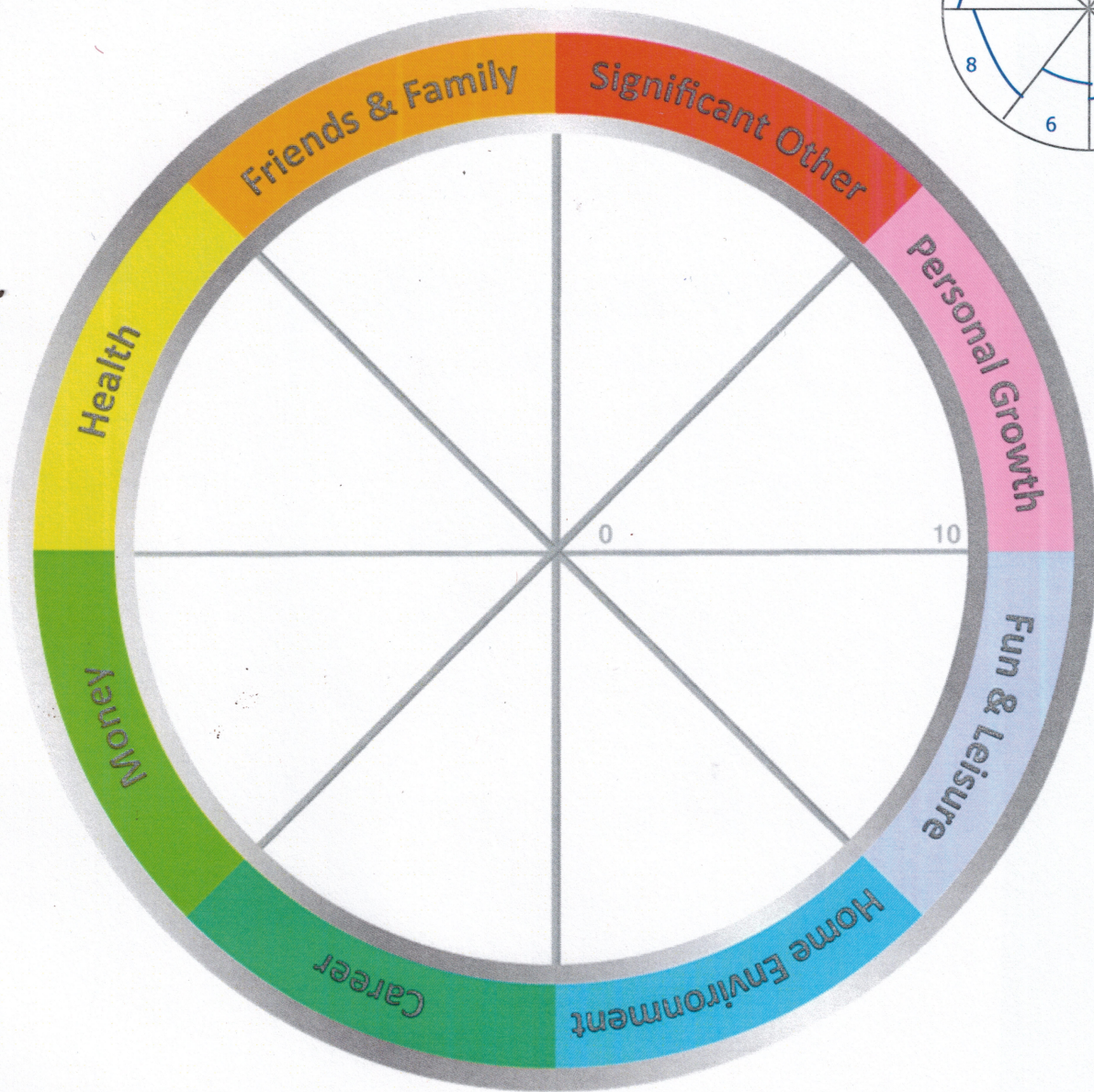
We will discuss this wheel in your session.

**EXAMPLE**



YOUR NAME: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_



**COMPLETE THE WHEEL:**

- 1. Review the 8 Wheel Categories** - think briefly what a satisfying life might look like for you in each area.
- 2. Next, draw a line across each segment that represents your satisfaction score for each area.**
  - Imagine the centre of the wheel is 0 and the outer edge is 10
  - Choose a value between 1 (very dissatisfied) and 10 (fully satisfied)
  - Now draw a line and write the score alongside (see example above)

**IMPORTANT:** Use the **FIRST** number (score) that pops into your head, not the number you think it *should* be!

Client Information Sheet

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Best Contact Method: \_\_\_\_\_

Occupation: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Significant Other's Name: \_\_\_\_\_

Significant Dates: (Example, Wedding Anniversary)

\_\_\_\_\_

\_\_\_\_\_

No. of Children: \_\_\_\_\_

Names and ages: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Emergency Contact: \_\_\_\_\_

\_\_\_\_\_

## **New Depths Life Executive Life Coaching Agreement**

This Agreement is entered into by and between: New Depths Life Coaching and \_\_\_\_\_(Name), \_\_\_\_\_(Address) (Client) whereby Coach agrees to provide Coaching Services for Client focusing on the Clients topics/results/outcomes/goals.

**Description of Coaching:** Coaching is partnership (defined as an alliance, not a legal business partnership) between the Coach and the Client in a thought-provoking and creative process that inspires the client to maximize personal and professional potential. It 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.

### **1. Coach-Client Relationship**

- a. Coach agrees to maintain the ethics and standards of behavior established by the International Coach Federation "(ICF)" (*Coachfederation.org/ethics*). It is recommended that the Client review the ICF Code of Ethics and the applicable standards of behavior.
- b. Client acknowledges and agrees that Client is solely responsible for creating and implementing his/her own physical, mental and emotional well-being, decisions, choices, actions and results arising out of or resulting from the coaching relationship and his/her coaching calls and interactions with the Coach.
- c. **Client acknowledges and agrees that coaching is NOT therapy and does NOT substitute for therapy if needed, and does NOT prevent, cure, or treat any mental disorder or medical disease.**
- d. Client acknowledges and agrees that coaching is a comprehensive process that may involve different areas of his or her life including work, finances, health, relationships, education and recreation. The Client agrees that deciding how to handle these issues, incorporate coaching principles into those areas and implementing choices is exclusively the Client's responsibility.
- e. Client acknowledges and agrees that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association and that coaching is **NOT** to be used as a substitute for counseling, psychotherapy, psychoanalysis, mental health care, substance abuse treatment, or other professional advice by legal, medical or other qualified professionals and that it is the Client's exclusive responsibility to seek such independent professional guidance as needed. If Client is currently under the care of a mental health professional, it is recommended that the Client promptly inform the mental health care provider of the nature and extent of the coaching relationship agreed

upon by the Client and the Coach.

- f. The Client understands that in order to enhance the coaching relationship, the Client agrees to communicate honestly, be open to feedback and assistance and to create the time and energy to participate fully in the program.
- g. Nothing in the Agreement shall create an employment, partnership or agency relationship, nor shall Coach act as an employee of Client .

## 2. Services.

The parties agree to engage in a \_\_\_\_\_month Coaching Program through Zoom, Skype, WhatsApp, or any other method of hosting a meeting that is agreeable to both parties. Coach will be available to Client by e-mail in between scheduled meetings at any time. However, response times may vary depending on the Coach's other obligations, and therefore, Coach cannot always assure a prompt response but will do her best to do respond in a timely manner.

## 3. Schedule and Fee.

For Executive Life Coaching Agreements, Coach will charge Client at a **rate of \$50.00 for every 30 minute period**. These Executive Life Coaching sessions will be one-on-one sessions typically facilitated via phone, video conferencing, or other telecommunication methods. If rates change before this agreement has been signed and dated, the prevailing rates will apply. The rates described in this agreement may be subject to change and the Client will receive prompt notice of any such change. Coach may also be available for additional time, per Client's request, **on a prorated basis rate of Eighty Dollars (\$80.00) an hour**. (for example, viewing documents, reading or writing reports, engaging in other Client related services outside of coaching hours).

The refund policy in effect for the term of this Agreement is as follows: for any cancelations to result in a refund, a 24 hour cancellation notice will be required. This will need to be in writing and sent directly to Coach via email. For the most current refund policy terms, please see the website. The policy listed on the website will be controlling in the case where there is a conflict between what is listed herein and what is listed on the website.

## 4. Procedure.

The time of the coaching meetings and/or location will be determined by Coach and Client based on a mutually agreed upon time. The Client will initiate all scheduled calls and will call the Coach at the following number for all scheduled Meetings: 954-829-4256. If the Coach will be at any other number for

a scheduled call, Client will be notified prior to the scheduled appointment time.

**5. Release of Information (*Optional, based upon specific situation*)**

The Coach engages in training and continuing education pursuing and/or maintaining ICF (International Coach Federation) Credentials. That process requires the names and contact information of all Clients for possible verification by ICF. By signing this agreement, you agree to have only your name, contact information and start and end dates of coaching shared with ICF staff members other parties involved in this process for the sole and necessary purpose of verifying the coaching relationship, **no** personal notes will be shared.

Client Agrees \_\_\_\_\_ Client Refuses \_\_\_\_\_

According to the ethics of our profession, topics may be anonymously and hypothetically shared with other coaching professionals for training, supervision, mentoring, evaluation, and for coach professional development and/or consultation purposes.

**6. Termination**

Either the Client or the Coach may terminate this Agreement at any time with 2 weeks written notice. Client agrees to compensate the Coach for all coaching services rendered through and including the effective date of termination of the coaching relationship.

**7. Limitation of Liability & COVID-19 Release and Acknowledgement**

Coach shall not be liable to Client on account of any injuries or damages or losses sustained in performance of this Agreement. Client shall indemnify and hold Coach harmless from all liability related to the performance under this agreement. Except as expressly provided in this Agreement, the Coach makes no guarantees or representations or warranties of any kind or nature, express or implied with respect to the coaching services negotiated, agreed upon and rendered. In no event shall the Coach be liable to the Client for any indirect, consequential or special damages. Notwithstanding any damages that the Client may incur, the Coach's entire liability under this Agreement, and the Client's exclusive remedy shall be limited to the amount actually paid by the Client to the Coach under this Agreement for all coaching services rendered through and including the termination date. Any action against Coach arising out of, resulting from, or related to the performance or breach of this Agreement shall be filed not later than three (3) months after the cause of action has accrued.



Client acknowledges that the Coach is taking precautionary measures to prevent the spread of COVID-19 (such as social distancing, sanitization, face and mouth coverings, and etc.). Client acknowledge that attending meetings in person can result in exposure to COVID-19 and other communicable diseases. Accordingly, CLIENT HEREBY WAIVES AND RELEASE, indemnify, hold harmless and forever discharge Coach and its members, agents, employees', officers, directors, contractors, affiliates, successors and assigns, of and from any and all claims, demands, debts, prosecutions, expenses, causes of action, lawsuits, damages and liabilities, of every kind and nature related to COVID-19, whether known or unknown, in law or equity, that Client had or may have in the future, arising from or in any way related to participation in any of the meetings, events, or other activities conducted by the Coach or their representatives.

The Client represents and warrants that in the last two weeks the Client has not had any of the following COVID-19 symptoms: fever, cough, fatigue, shortness of breath, and digestive symptoms (diarrhea or loss of appetite). The client understands that if they were to have any of the above listed symptoms, they will notify the Coach and not participate in any in person meetings with the Coach.

#### **8. Entire Agreement**

This document reflects the entire agreement between the Coach and the Client, and reflects a complete understanding of the parties with respect to the subject matter. This Agreement supersedes all prior written and oral representations. The Agreement may not be amended, altered or supplemented except in writing signed by both the Coach and the Client.

#### **9. Force Majeure**

If the Client and Coach are unable to fulfill their obligations under this agreement because of force majeure, both parties are excused from their future obligations to perform under this agreement. Any services already rendered by the Coach prior to the force majeure event are still due and payable. Force majeure includes, but is not limited to, acts of God, acts of war or terrorism, domestic riot, governmental actions, spread of a virus or other pathogens and pandemic.

#### **10. Applicable Law**

This Agreement shall be governed and construed in accordance with the laws of the State of Florida without giving effect to any conflicts of law's provisions.

**11. Policies**

There are several company policies listed on the New Depths Life Coaching website such as but not limited to the Confidential Information Policy, the Cancellation Policy, and the Record Retention Policy; and by signing this Agreement you are agreeing to be bound by any such policies listed on the website.

Please sign both copies and return one copy of this Agreement prior to the first scheduled coaching meeting. Retain one copy for your records and mail the other to:

Coach and Address: Aletheia Hackbarth  
9882 Brookhollow Ln  
Tallahassee, FL 32317

CLIENT: \_\_\_\_\_

Client Name and address: \_\_\_\_\_

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Coach: Aletheia Hackbarth

Signature: \_\_\_\_\_

Date: \_\_\_\_\_