

CareerCOACH

SPHERE OF INFLUENCE **INTERVIEW PROCESS COACHING PROGRAM AGREEMENT**

This Agreement is between dba: CareerCOACH of _____
Your Career Coach (Hereinafter referred to as "COACH")

Contact	
Home Address	
City, State, Zip	

Cell Number		Alt Number	
E-Mail		Agreement Date	

CAREER COACHING SESSIONS

CareerCOACH offers four working career coaching programs designed to meet the needs of the beginning career person, on up to the seasoned professional. Sessions to be completed are preceded by an Alignment Discussion at the beginning to uncover the goals and objectives of our work together. Each session will last from 60 to 90 minutes and will result in discussions about the topic at hand, progress from the prior weeks, and goals for homework to be completed in the time between meetings. **After you're done, you'll have 60 days of coaching access via text, e-mail, or phone to assist with interview questions, offer letters and strategy refinement.**

THE ALIGNMENT CONSULTATION

It's your chance to have a Career Coach evaluate your business and personal life and identify many different areas of untapped potential. This process is a vital first step in getting maximum value from your commitment to the Coaching Program.

The Alignment Consultation is complimentary and starts with an in-depth look at your goals, both business and personal, the strategies you may have used previously and what results were achieved. The Consultation is basically a road map for the future of your progress and gives us both an opportunity to ensure there is a fit between coach and mentee. This is vitally important to ensure we are able to clearly identify what you are striving to achieve and to identify some of your up-front expectations.

ADVANCE YOUR CAREER

Session 4: Getting to Interview for your Perfect Job

Objective: Learn how to find interviews without relying upon Monster, Craigslist, Indeed or hiring placement firms. Update LinkedIn and indeed.com resources, carve a path to your perfect job or onto your college master's degree. Work on a cover letter for use with your Sphere of Influence.

To Do: Create a workable list of contacts and cover letter / Review

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YOUR STRATEGIES

The success you will have results from the career coaching process will depend on the skills, job complexity sought, interviewing skills, and ***your ability to undertake and complete the assignments involved***. The appropriateness, order, and priority of your strategies will be identified and discussed by you and your COACH during the Alignment Consultation (which is a pre-requisite to any mentoring program) but may change during the term of the program to be responsive to the variables of your personal needs.

Areas we will work with during your sessions:

- **Personal Growth** – Development of personal goals, understanding of self-image and internal positioning, plan for life-long learning, identification of behavioral styles, motivations for doing, and modalities of communication and learning;
- **Goal Setting** – Establishing ‘SMART’ goals through assignments, evaluating the outcome of each assignment, systematizing the results to secure the longevity of positive outcomes;
- **Accountability and Execution** – Motivation to achieve goals and complete strategies at an agreed-upon pace, support and encouragement, assistance with developing timelines, and overcoming obstacles to each strategy.

WHEN YOU ARE FINISHED YOU WILL HAVE:

1. A system of contacting people who can advance your ability to find a new position.
 2. 60 days access to your coach for interview advice, offer letter reviews and strategic planning by phone or text.
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Payment is in advance by PayPal, debit or credit card, or check. All sessions must be completed with a 2 month (9 week) period from the initial consultation. The program may be canceled by the applicant or the coach. If cancellation occurs after Session 1 is complete, 50% of the fee will be refunded. If cancellation occurs after during the 60 Day Post Access, or the 60 Days elapse, the fee is fully earned, and no refund will be made.

PROGRAM INVESTMENT

Agreement Period 2 Months	Program	Investment	✓
Coaching Program			
Alignment Consultation 60	Career Coaching	Complimentary	X
Career Coaching Sessions		\$ 695	X
Session 1	Passion & Purpose		
Session 2	Personal Assessments		
Session 3	Resume Construction		
Session 4	Sphere of Influence		X
Interview Tracking	60 Day Post Access		X

The Program Investment will entitle you to receive coaching and consultation over your agreement period aimed at coaching and educating you ineffective methods. You should enter the agreement with the mindset of completing your work and interview coach within a 3-month commitment to change and growth and begin the interview processes. You may progress quickly, or move slower depending on your work schedule, vacation schedule, motivation, and needs in attaining a new position.

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Your Commitment to the Program

The role of your CareerCOACH is essentially that of mentor and motivator. To ensure that you keep up with the work required, and to ensure this program and its fundamental philosophies are instilled correctly, you will be required to input approximately 15 hours of work between sessions in ***addition to meetings with your Coach***. This is designed to achieve the desired results within the quickest possible time frame but may need to occur outside your normal working or family hours.

Your Perspective during the Program

Consistent with the Mentor Plan point of view, we strongly advise against crisis management; i.e. reacting because of a job loss, the need for immediate results or income flow. Instead, we recommend a step by step process to implement the strategies and concepts that are included in the program to ensure long term success possibilities.

General Conditions

1. The CareerCOACH Program Materials you receive are confidential and proprietary, and cannot be used, disclosed or duplicated except within your immediate family. These materials are unpublished works protected by copyright laws and no unauthorized copying, adaptation, distribution storage or displays are permitted. Non-CareerCOACH materials used in the program carry their own copyrights and applicable laws apply.
2. Our services are advisory. You bear sole responsibility for the use and implementation of these services. You agree to forever indemnify and hold harmless your ***COACH*** from and against any loss, cost or expense resulting from your activities related to the subject matter in this document and your coaching sessions.
3. While your Certified ***COACH*** will be providing you with guidance, direction, and program materials, such a role is advisory ***and not of actually doing the activity itself***. You will be primarily accountable for producing the results in the Program. In this way, your ***COACH*** seeks to educate you in order to make your successful marketing a lifelong activity.
4. **Sessions** can be re-scheduled, but often at the expense of desired times. If you need to reschedule meetings you agree to provide ***48 hours' notice*** or risk forfeiture of the desirable session times.
5. From time to time, your ***COACH*** will be required to attend educational workshops and take a holiday and will need to schedule consultations around such times. Coaching may be provided in person, or via Webex, Skype or GoToMeeting as mutually agreed or in person at the CareerCOACH offices.
6. ***COACH*** may from time to time, alter the content or structure of the program as it considers necessary, but at all times ***COACH*** will continue to provide value for money.
7. At the same time as *your* progress is evaluated through the goal-setting consultations, ***COACH*** may (in addition to the regular feedback to your Coach) be asking you to evaluate their own performance under this agreement by way of an online testimonial. In completing your work, you will be asked to certify that you have achieved at different stages and if you are satisfied with the services you have received. If you are not fully satisfied with the services you have received (at any stage) we expect you to let us know, so we can work with you to rectify your concerns.
8. You or your 'COACH' may elect to terminate this agreement at any time upon notice in writing.

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9. This agreement is the entire agreement between you and your 'COACH', all prior agreements, promises or representations being stated herein.
10. This agreement shall be governed by and construed and interpreted in accordance with the laws of the State of California, in Contra Costa County.
11. If any law imposes a change in the nature of goods, services, consumption, a value-added or similar tax which is to assessed or payable on any of the moneys which the Client must pay the Career Coach then this is payable by the client to the Career Coach when it is due for payment.

Executed on and effective from the _____ day of _____, _____

Coach: _____
CareerCOACH of _____

Signature: _____ Date: _____

CLIENT: _____

Signature: _____ Date: ____/____/____