

The McAloon Group

Welcome as a client!!

I look forward to coaching you towards what you really want in life. I honor and understand the meaning of your decision to come to coaching and I promise to work very hard with you. Please read and sign all pages of this kit and mail it back to me at your earliest convenience.

I have listed policies and procedures below. **Please print two copies, sign one that signifies your understanding and agreement and mail it to me as soon as possible.** Keep one for your reference. Thanks!

Preparing for the call:

Our scheduled sessions will be 30 minutes long once a week unless we have arranged for longer sessions. Send me an email the evening the day before we speak and let me know what's been going on with you—what you've accomplished since we've spoken, what you're finding yourself resisting, procrastinating, what you're noticing about the process, what you want to gain more clarity on, what perspective you're in. **Big note: I have noticed a profound difference in progress between clients who sit and think about coaching and write a pre-call email and those who don't. Which group do you want to be in? Are you willing to make time to do this?**

Calls:

Please call me at 303-485-9853 promptly at the scheduled time. If you are 15 or more minutes late, I assume the session is cancelled. If you do call late, I cannot guarantee you will have the full 30 minutes as I may have another scheduled appointment. If you need to reschedule a call, I will need 24 hours notice. I will do my best to find a new time spot. If I am unable to reschedule a cancelled appointment, the fee is forfeited for that session if I have not received 24 hours notice. A "no show" is a forfeited fee, as well.

Fees:

If you have opted for the pre-paid plan—thanks for your payment. If you've opted for the month by month plan - your fee is due the first day of every month. Please pay promptly. Your fee is a "retainer" for the month. It's up to you to use the time within that month. (Of course, you may double up on an apt. if you are going to be out of town, etc.) Hours do not roll over to the next month. If you have prepaid for 6 months of coaching or more, you may take a break after 4 months and use the remainder of the sessions as you wish within the calendar year.

Ending coaching:

I require notification on the first of the month one month before you are ready to complete coaching.

Signed: _____ Date: ____/____/____

The McAloon Group

Coaching involves a generally open process-flexible, adaptable and fluid. However, there are certain tools that I will call upon to help us move the action forward or to ponder important questions. There are many, many tools – here are just a handful.

Accountability

Accountability is having the client account for what they said they were going to do.

Bottom-Lining

This is the skill of brevity and succinctness on the part of both the coach and the client. Bottom-lining is also about having the client get to the essence of his/her communication rather than engaging in long, descriptive stories.

Brainstorming

In this skill, the coach and the client work together to generate ideas, alternatives, and possible solutions. Some of the ideas may be courageous and impractical. This is merely a creative exercise to expand the possibilities available to the client. There is no attachment on the part of either coach or client to any of the ideas suggested.

Gremlin

The Gremlin is a concept developed by Richard Carson that embodies a group of thought processes and feelings that maintain the status quo in our lives. Often operating as a structure that would seem to protect us, it in fact keeps us from moving forward and getting what we truly want in life. Like our mind, the Gremlin will always be with us. It is neither good nor bad; it just is. The Gremlin loses power over us when we can identify it for what it is, notice our options in the situation and then consciously choose what we do really want at that time.

Homework inquiry

This term refers to a powerful question give at the end of the session that is intended to deepen the client's learning and provoke further reflection. The intention is for the client to consider the inquiry between sessions and to see what occurs for him or her. The inquiry is usually based on a particular situation the client is currently addressing.

Intruding

On occasion, the coach may need to intrude, to interrupt or to wake up a client. Intrusion is considered rude in American society. Co-active coaching views intrusions as being direct with the client, allowing him or her to honestly assess and immediately deal with situations.

Signed: _____ Date: ____/____/____

Life balance

Life balance is dynamic and is always in motion. The client is either moving toward balance in his or her life or away from balance. The job of the coach is to facilitate moving toward life balance as much as possible. The areas to be balanced in life generally include career, money, relationships with family and friends, romance, personal growth, fun and recreation, health, and physical surroundings. If one or more areas are receiving attention at the expense of the others, life will feel unbalanced and bumpy.

Life purpose

Life purpose is about why you are here on the planet. Who is it that you are moved to be and what is it that you are moved to create? It is an essence statement that serves as a reminder of who you are and the impact that you naturally create in the world. When you are living your purpose, life is experienced as fulfilling, effortless, and satisfying. When you are disregarding your life purpose, life often feels empty, anguished and unfulfilling.

Requesting

One of the most powerful tools is that of making a request of the client. The request, based upon the client's agenda, is designed to forward the client's action. The request includes a specific action, conditions of satisfaction, and a date or time by which it will be done.

Structures

Structures are devices that remind clients of their vision, goals, purpose or actions that they need to take immediately. Some examples of structures are collages, calendars, messages on voice mail, alarm clocks, and so on.

Values

Values represent who you are right now. They are principles that you hold to of worth in your life. People often confuse values with morals. Values are not chosen. They are intrinsic to you.

Signed: _____ Date: ____/____/____

The McAloon Group

**Client Information Sheet:
Please fill this out and return**

Name: _____

Birthday: ____/____/____

Address: _____

Employer: _____

Title of position: _____

Home phone number: _____

Business phone number: _____

Cell phone: _____

Email – home: _____

Email – office: _____

Emergency contact: _____

The following questions are for me to understand any special needs or concerns you may have. This information is held strictly confidential.

Are you suffering from depression or anxiety?

Are you on any medications? If yes, which ones and what are they for?

Is there anything else I should know before we start the coaching process?

Debra DeVilbiss CPCC
The McAloon Group
2147 Cypress St.
Longmont, CO 80503
Email: Debra@TheMcAloonGroup.com
Telephone: 303-485-9853

Signed: _____ Date: ____/____/____

The McAloon Group

Self-test. How ready are you to be coached?

Take this test and use it to consider how ready you are to be coached. Clients who really work hard in coaching see the most dramatic results. How ready are you? If you have concerns or questions, raise them during the call.

Rate yourself from 1-10 (ten is most, 1 is least) on each question: Circle one number.

- 1) I am willing to reconsider the perspectives I hold and practice holding new ones?
1 2 3 4 5 6 7 8 9 10
- 2) I can be relied upon to be on time for all my calls.
1 2 3 4 5 6 7 8 9 10
- 3) I am ready to do the work required to reach my goals.
1 2 3 4 5 6 7 8 9 10
- 4) If I feel I am not getting what I need from the coaching, I will tell the coach immediately so that we can “redesign the alliance”
1 2 3 4 5 6 7 8 9 10
- 5) I see coaching as a worthwhile investment in my life
1 2 3 4 5 6 7 8 9 10

Scoring:

- 0 – 20 Not coachable right now
- 21-30 Coachable, but need to strengthen commitment
- 31-40 Coachable
- 41-50 Very Coachable!

Debra DeVilbiss CPCC
The McAloon Group
2147 Cypress St.
Longmont, CO 80503
Email: Debra@TheMcAloonGroup.com
Telephone: 303-485-9853

Signed: _____ Date: ____/____/____

The McAloon Group

How to get the most out of your coaching experience

Finding your vision and making goals:

Coaching typically starts with individuals identifying their vision. Some clients come to coaching with a specific goal or idea – some come to coaching with a vague sense that they want more in some areas of their lives and less in other areas of their lives.

Coaching works best when the client is willing to stretch a bit – maybe a lot. Stretching involves entertaining new perspectives, creating a wider vision and then creating an action plan. Coaching works best when clients are willing to be open minded. Trust the process. Some of the early exercises may seem very impractical. However, they are very powerful. Trust that we will get to action. We just need to stretch first.

You should come to each call with a topic in mind that will support your goal moving forward. If you are stuck and need help in determining where to go, it's perfectly fine to ask me to suggest a topic. No one should be more committed or motivated than you about your coaching.

Don't be surprised if your vision/goals shift during coaching to become more in alignment with the real you. Clients often start off with a particular goal and then realize that another goal would serve them better. This is often a part of the natural discovery process and is a sign that you are really stretching and embracing the process.

Taking care of yourself:

Coaching is an accelerated form of personal growth. During this time, it is important to take extra care of yourself. Be good to yourself. That means different things to everyone. Only you know exactly what it means to you. Some clients have found the following works for them:

Walking

Quiet time

Drinking enough water

Eating healthy

Inspirational/calming/energizing music

Getting enough sleep

Come to the call prepared:

Please email me a paragraph (or much longer if you prefer) about what has gone on that week so we can make the most of our time together. This way we won't spend the first 5 or 10 minutes reporting the activities of the week.

Clearing:

The best coaching comes from conversations that take place on a deeper level than just a conversation. Take 5 minutes before the call to clear your mind a bit. Drink a glass of water. Be still. No interruptions. Access that part of you that has the deeper thoughts and connections. You've taken the steps to come to coaching – now *really* come to coaching ready for each call.

Signed: _____ Date: ____/____/____

Getting “stuck”:

We can talk about making changes and moving forward but it’s really about what you *do* during the week. On the other hand, if you are getting stuck somewhere --let me know. Email me during the week if you are struggling. We can work together to get “unstuck.” I will not judge you for getting stuck. Moving forward on important things can take time and we sometimes stall on the way to our goals. The important part is to recognize and acknowledge being “stuck” and work through it.

Be Willing:

Think of how willing you are right now to make changes in your thinking or actions to meet your goals. Then double it. I will be asking you to experiment with new ways of thinking. I will be asking you to set bigger goals, to start treating yourself better, to stop suffering, to redesign your time, to rethink the assumptions you may have lived with for a very long time. Have fun with this! Coaching is an adventure. Get ready to think and act “big.”

The “Sacred call”

Please treat the coaching call time as special. Plan so that you don’t have distractions or interruptions. Don’t take other calls (unless emergencies, of course) during the call or allow other interruptions. Find a place that is comfortable and quiet for you to take the call. The calls will last 30 minutes.

Gremlin: (see glossary for definition)

Remember that especially during the process of coaching, your Gremlin is feeling threatened. Simply notice your Gremlin is active and label him/her and put him/her on a shelf. Each time you simply notice a thought is from your Gremlin –he/she loses power. Be on the look out for your Gremlin during the week as you put your coaching into action. He/she can be tricky.

Remembering the Soul of Coaching:

Coaching is about a partnership between the client and coach to help the client achieve their goals. Coaching is not advice or consulting. The coach’s job is to help you find your own answers – it’s not for me to tell you what I think you should do. What I *will* do is tell you if what I hear you telling me is consistent with where you have told me you want to go and if it’s consistent with the values we have identified that are important to you. If you have any questions or need clarification on this, feel free to bring it up. It’s an important issue.

Signed: _____ Date: ____/____/____

The McAloon Group

Part of my job as coach is to help you stick to your plan of action. Your goals may shift during the coaching process as you start to clarify the steps needed to accomplish your overall goals. If it does, don't worry, we will adjust the plan. You need to take the initiative to tell me if your goals change.

With what you understand about your goals at this point, what do you most want to strive for in the next 90 days? Please select only those goals, which you really want, not the ones you should, could, ought to, or might want. Look deep inside and then write down your 10 personal and professional goals and discuss these with your coach. When you set the right goals for yourself, you are likely to feel excited, a little nervous, ready and willing to go for it.

Don't select the goals you historically have chosen, but never reached, unless you're in a much better position to reach them now.

State start and finish date:

The specific measurable goal:

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)

What are the personal and professional benefits to you of accomplishing these goals?

Signed: _____ Date: ____/____/____

The McAloon Group

Pre-call Coaching form - use this form, if you wish, or some clients prefer just an informal email, it's up to you. It's important that you send an email the day before we talk. Please take this seriously. I have noticed a big difference in the success of clients who take the time to compose this email.

Preparing for the coaching session will allow you to optimize your results and our time together. Prior to the session, you may wish to ask yourself the following questions:

- 1) How am I, today, right now? How has my week been?
- 2) What do I want to get out of the call today?
- 3) What action did I take since our last session? What were my wins/challenges?
- 4) What do I have to report? What do I want to be held accountable for?
- 5) What issues do I want to deepen on our call today? What are the challenges, concerns, achievements or areas of learning to be addressed?
- 6) Debrief of last week's inquiry:
- 7) What else?

Debra DeVilbiss CPCC
The McAloon Group
2147 Cypress St.
Longmont, CO 80503
Email: Debra@TheMcAloonGroup.com
Telephone: 303-485-9853

Signed: _____ Date: ____/____/____

Our deepest fear is not that we are inadequate. Our deepest fear is that we are powerful beyond measure. It is our light, not our darkness that most frightens us. We ask ourselves, Who am I to be brilliant, gorgeous, talented, fabulous? Actually, who are you not to be? You are a child of God. Your playing small does not serve the world. There is nothing enlightened about shrinking so that other people won't feel insecure around you

...

[a]nd as we let our own light shine, we unconsciously give other people permission to do the same. As we are liberated from our own fear, our presence automatically liberates others.

Speech given by Nelson Mandela

Written by Marianne Williamson