

# Artie Isaac

July 18, 2022

## Professional Coaching

Dear [NAME]:

Thank you for our first round of coaching sessions. I am glad to be a part of your deliberations. I appreciate your lively mind and sense of responsibility.

Thank you for engaging my coaching services. As we discussed, here are guidelines for our next steps, subject to your feedback and agreement. *Please let me know if this document does not appeal to you in any way.*

### **Our Work Together**

We will continue to engage in substantive, thoughtful conversations about your vision for your life and career: goals, direction, challenges, and opportunities.

More specifically, you have expressed these intentions:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

You will intentionally seek to create powerful results by demonstrating courage and determination, taking action on your personal and professional goals. You will be fully responsible for all decisions, including those that direct our coaching conversations.

I will attentively listen, seek to understand, believe in you, and commit myself to your success. You can expect me to challenge you, offer fresh perspectives, make requests (including assigning homework), and acknowledge your achievements.

For background, I am a Vistage chair, with 125+ members of eight peer groups. I hold two coaching certifications: More background information is at: <http://artieisaac.com/biography/>.

In my practice, I focus on clients who face bias due to demographics, and those who are learning about their own bias in their leadership of others. .

### **Schedule and Location**

Let's meet as frequently as you think helpful (no less than monthly) for 50 minutes on Zoom. My coaching is delivered remotely, with the option of a walk in Yellow Springs.

### **Communication**

Never hesitate to contact me. Some telephone calls go directly to voicemail; please leave a confidential message. Text is the fastest way to reach me.

Contact information:

- Cell phone (text is best): 614-395-3965
- Zoom: <https://zoom.us/j/2858888377> — password is (case sensitive): Ruth
- email: [ArtieIsaac@gmail.com](mailto:ArtieIsaac@gmail.com)

Please contact Monica Leck ([Monica.Leck.Vistage@gmail.com](mailto:Monica.Leck.Vistage@gmail.com)) to schedule our sessions.

### **Confidentiality**

You are not held to any confidentiality. You may disclose anything I do or say. *Please share my methods for developing authenticity, creativity, and collaboration, and speak kindly of me behind my back.*

Proprietary and personal information: I will keep strictly confidential anything I learn about you, and the staff, customers, owners, and processes of your company, except that information that has already been made public or has been approved for me to release. *I don't tell other people's stories.*

*However, information that indicates illegal or unethical acts, or indicates anyone is in danger, is excluded from this confidentiality agreement. In these cases, the relevant information will be disclosed as I determine. Our relationship is not legally privileged and, as such, my records and recollections regarding our work can be subpoenaed.*

If you endorse my work on LinkedIn, I might repost that on [artieisaac.com](http://artieisaac.com).

### **Term**

Although not binding, please expect our sessions to require at least two to three months. You may cancel at any time without advance notice; there are no refunds of pre-paid funds.

### **Fee**

My hourly rate is \$1 less than what you earn during an hour. Why is this? I want to be fairly compensated, but not equally, because my hour is 50 minutes long and you will do all the work. All that notwithstanding, for you my rate is \$\_\_\_\_\_ per session. (Please fill in the number. I accept.) To schedule, pre-pay as far forward as you wish.

All payment for my services are in advance as a contribution to the Yellow Springs Community Foundation:

- credit card — contribute to [https://yscf.fcsuite.com/erp/donate/create?funit\\_id=1858](https://yscf.fcsuite.com/erp/donate/create?funit_id=1858)
- check — payable to "Yellow Springs Community Foundation," sent to Artie Isaac, 1441 Meadow Lane, Yellow Springs, OH 45387.

Whatever you do, I appreciate the generosity and will feel fully compensated.

*Please note that there might be a higher return on investment if you join one of my Vistage groups.*

**Consulting on Best Efforts Basis**

I am a self-employed contractor, offering my work on a best efforts basis. I give my best thinking and my time as it can be scheduled. *I don't guarantee anyone's satisfaction. No specific deliverable is promised.*

You (and your sponsoring organization, if any) indemnify and hold me harmless from any loss or liability arising from actions taken or situations created as a result of our relationship.

**Conflict**

If I ever upset you or our communication doesn't feel right, please let me know so we can resolve it immediately. We want to be fully open, honest and trusting. Because telephone and email conceal body language and facial expressions, let's presume a warm smile and promptly ask for clarification whenever needed.

**Your Health**

**You must be healthy enough to engage in coaching. Our relationship is neither psychological counseling nor any type of psychotherapy; our work must not be misconstrued as therapy.** *As neither psychotherapist nor physician, I am not trained to diagnose psychological or medical conditions. If you face challenges requiring such professional help, you must attend to your health by contacting an appropriate professional. **You must accept full responsibility for yourself and any actions you take that might result from our conversations and correspondence.***

**Agreement**

Please signify your agreement below by returning this signed page with fee payment.

<p><b>NAME</b></p> <p>.....</p> <p>Signed:</p> <p>.....</p> <p>Date:</p> <p>.....</p>
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NAME, thank you for considering my participation. I want to be of substantial help and value to you. Thank you most sincerely.

