



## Introducing Coaching

Coaching is a collaborative, solution focused, results-oriented and systematic process in which the **Coach** facilitates the enhancement of work performance, self-directed learning and personal and professional growth of the **Player** (Also called Coachee).

Throughout the working relationship, the **Coach** will engage in direct, personal and often challenging conversations. The **Player** understands that successful coaching requires an active collaborative approach between **Player** and **Coach**.

The **Coach** plays the role of a facilitator of change while it is the **Player's** responsibility to enact change.

Coaching is not therapy, and therefore, does not aim to treat psychological problems. The **Player** agrees to disclose details of past or present psychological or psychiatric treatment. If such issues become salient during the coaching relationship, the **Coach** may recommend referral to an appropriate and qualified specialist.

All information about the **Coach** / **Player** relationship and any written notes remain completely confidential, except in rare circumstances decreed by law. If requested by the **Player's** organisation, the **Coach** will report in broad terms on the process and progress of coaching but will not give details and content of the coaching sessions unless the **Player** gives their explicit permission.

Let us Make It Happen!

**Glen A. McQuirk**  
For MAP4LIFE™ Institute



## Coaching Agreement

Between

**Coach**

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**AND**

Phone  
Skype  
Email

**Player**

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### PROTOCOL

1. The Player calls the Coach at the scheduled day/time for coaching via phone or skype.
2. The Player sets the agenda for the coming session at the conclusion of each discussion.
3. The Player completes all action steps he/she has self-determined, before next session.
4. Either Player or Coach may reschedule a session by giving 12hrs notice to the other.

### COACHES RESPONSIBILITIES

- To be clear with the Player about the coaching relationship, including any expectations.
- To be prepared for each coaching session.
- To come to each coaching session promptly at the agreed time.
- To maintain complete confidentiality, within the limits of the law, unless the Player gives the Coach explicit permission to share particular issues with others.
- To represent themselves to the Player with honesty and integrity and refer the Player to another profession if not within their area of expertise or comfort.

### PLAYERS RESPONSIBILITIES

- To thoughtfully prepare for each coaching session.
- To come to each coaching session promptly at the agreed time.
- To seek to complete any between-sessions action steps ('homework').
- To be honest and forthright in discussions with the Coach.
- To receive, accept and act on feedback.

### FORMAT AND PAYMENT

- Each coaching session will be 45min in duration measured from the agreed start time.
- The frequency of sessions will be in accordance with the particular package purchased.
- Payments must be made monthly in advance on the 1<sup>st</sup> day of each month.

Either the Coach or Player may elect to terminate the coaching arrangement at any time.

Any other issues?

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Effective once signed by both the Coach and the Player.

Coach

Signature & Date

Player

Signature & Date



## Coaching Packages

The following packages are available:

### **LAUNCH PACK** (R1,250.00 once off)

- 20-Day Program implementation and support (MAP4LIFE™ Methodology).
- 30min weekly coaching sessions via phone / skype.
- Daily feedback / progress communication via email.

*Perfect for the beginner and recommended for all first-time MAP4LIFE™ Users.*

### **PERFORMANCE PACK** (R2,000.00 per month)

- 45min weekly coaching sessions face-to-face or via skype.
- Ongoing messages of encouragement and motivation via appropriate technology.
- Weekly accountability reporting to help develop a high performance culture.

*Ideal for the individual who wants to develop a comprehensive Master Action Plan and experience consistent high performance.*

### **MAINTENANCE PACK** (R750.00 per month)

- 30min fortnightly coaching sessions (once every 2 weeks for a minimum of 3 months).
- Weekly messages of encouragement.
- Weekly accountability reporting to maintain a high performance level.

*Structured to maintain a high level of performance and maximize the implementation of your Master Action Plan on an ongoing basis.*

### **ENERGISER** (R500.00 plus)

- 30min-coaching session as and when required (R500.00).
- 60min-coaching session as and when required (R750.00).
- 90min-coaching session as and when required (R950.00).

*Just what you need when you need it. Apply as an additional session during one of the above packages or as a once off or adhoc intervention.*

Choose to get the high performance edge through your MAPCOACH today.

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