

Ronald A. Alexander, Ph.D.
Executive and Leadership Coaching
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COACHING AGREEMENT: My style of coaching utilizes assessments, asking the right questions, listening carefully to what you tell me, identifying your resources (experiences and qualities), helping you overcome blocks to success, helping you develop a high degree of self-care, helping you identify your personal standards, assisting you in clarifying your goals and imagining and articulating your vision. I use a step by –step strategy and I will help you to continually evaluate your progress

Coaching is not psychotherapy and at times there can be crossing over in the process however for the most part we will attempt to keep our focus on the coaching side of the couch.

SESSION DURATION: Sessions are 50, 90, 100, or 125 minutes for individual coaching starting from the time scheduled. If you arrive late for an appointment, your time will have begun as scheduled, and you will not have a full session. Many coaching sessions take place by phone or by Skype. Please allow an extra 10-15 minutes in your schedule, as it is not uncommon for emergencies and other client delays to cause setbacks. When this happens, your session time will begin as soon as I am available and run the full length of time. However expect me to be on time as I expect you to be on time for our sessions.

PHONE TIME: Phone calls outside of normal office appointments lasting longer than five minutes are billed in increments of 15 minutes.

PAYMENT: Payment is requested at each office visit by check, credit card or through PayPal. Please have your check made out in advance as this will allow me the time required to prepare for my next appointment or you may make arrangements for my office to bill you on a monthly basis. Or please provide your credit card at time of session or agree to mail a check before or after the session.

SCHEDULING AND RESCHEDULING: We will agree on a standard time for our in person or telephone consultations. Once that time is established it will be reserved for you exclusively on a regular basis. If you need to cancel an appointment, please provide me with at least 72-hour notice and reschedule or you will be charged for the appointment. Consideration for exception to this rule will be given when extenuating circumstances exist.

FEES: My fees will be discussed during our initial conversation once we determine your needs and the type of sessions you require.

TAX INFORMATION: I can supply you with a monthly statement that you can submit for tax purposes.

CONFIDENTIALITY: Any information that you don not wish to have disclosed to your employer, business partners or co-workers please specify and all information will be held in strict confidence. Since coaching often involves conversations with other members of your organization or work group it is your responsibility to alert me to your wishes regarding confidentiality. The information you share with me will remain confidential unless you give specific permission to release the information or if I am required to release the information by law. These exceptions to confidentiality will be discussed with you. I have read and understand these policies.

Coaching usually leads to significant improvements and many changes in one's life. The pros and cons of coaching will be discussed together. It is imperative that as our process unfolds that both you and I communicate together so that changes and positive improvements and alterations to this work can be made thereby, insuring the best possible outcomes. Since this work is a process of Inquiry and Dialogue it becomes both of our responsibilities for the productivity and creativity of our sessions.

I believe that each of my clients is unique, creative, and responsible for moving their own life forward. I look forward to working with you and deeply supporting you in your process of change and transformation.

I have read and understand these policies.

Client Name Printed and Date

Client Signature