

BEST CARE COACHING

Employer Approval



Best Care Coaching Employer Approval and Terms of Agreement

Best Care Coaching is designed to assist the coaching client with improving job performance, advancing in a career, or achieving greater satisfaction or success with a job or career. Best Care Coaching involves one-on-one sessions facilitated by a Best Care Coach to identify, plan, practice and acquire specific competencies or achieve specific goals. The preferred client rate is \$200.00 per hour and typically is initiated with approval for five sessions.

Date _____

Coaching Client Information

Employee Name _____ Employee Job Title _____

Company Name _____

Work Address _____ City _____ State _____ Zip _____

Work Telephone _____ Cell _____ Work _____

Email _____

Employer Information

Direct Supervisor Name and Title _____

Work Address _____ City _____ State _____ Zip _____

Work Phone _____ Cell _____ Fax _____

Work Email _____

What method/time is best to contact you? _____

When would you want the coaching to begin? _____

*How many sessions do you want to approve? _____

(e.g., \$200.00 per hour up to \$1000. Call for additional approval once billing reaches this point)

Approver Information

Name _____

Company _____

Address _____

City, State, Zip _____

Signature: _____

Billing Information (If different from Approver)

Name _____

Company _____

Address _____

City, State, Zip _____

Best Care EAP Approval Signature

Jean Faber, Director - Best Care EAP





Coaching Goals

Coaching Client _____

What are the primary goals/outcomes for this coaching client?

1. _____

2. _____

3. _____

What conversations have you had with the coaching client regarding these goals?

Is this person involved in the disciplinary or performance improvement process?

(Typically an individual who is involved in a disciplinary or performance improvement plan is not an appropriate candidate for coaching.)

___ Yes ___ No

If "yes", please explain:

*Billing Summary

- *Consulting hours will be billed monthly at preferred client rate of \$200/hr.*
- *Any additional fees will be negotiated and billed as accrued, e.g. survey or assessment tool costs.*
- *Travel by the Best Care Coach will be agreed upon in advance and billed to the organization.*