

## **Masa Gong - Introduction and Coaching Agreement**

Hi! I look forward to working with you as your coach. Please review and let me know any questions.

**What is Coaching?** Coaching is a non-directive dialogue to support insight and action planning. I believe you have all the answers and solutions already. My role is to help you become conscious of them and choose a way forward. I leverage a balance of challenge and support.

**Who am I?** I am a Coach and Consultant based in New York City with 20+ years of business experience, 12+ at Google. My coaching approach is based on coaching best practices, positive psychology, and leadership and management experience.

I do not provide advice, but I may share data. I am available for skill, performance, developmental, executive, and diversity coaching. My ideal coaching client is goal-oriented, committed to personal development and self-directed.

As a client:

1. I understand that 'coaching' is a Professional-Client relationship I have with my coach that is designed to facilitate the creation / development of personal, professional, or business goals and to develop and carry out a strategy / plan for achieving those goals.
2. I understand that coaching is a comprehensive process that may involve all areas of my life, including work, finances, health, relationships, education, and recreation. I acknowledge that deciding how to handle these issues, incorporate coaching into those areas, and implement my choices is exclusively my responsibility.
3. I understand that our meetings are strictly confidential unless I state otherwise and if the following exceptions occur:
  - Information is shared that can do harm to myself or others
  - As required by law
4. I understand that our coaching relationship can terminate at any time with no fault.
5. I am responsible for my own physical, emotional, and mental well-being during my coaching meetings.
6. I understand that certain topics may be anonymously or hypothetically shared with other coaching professionals for training and / or consultation purposes.
7. I understand that coaching is not a substitute for diagnosis or treatment of mental disorders as defined by the American Psychiatric Association.
8. I understand that coaching is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care, or substance abuse treatment.
9. I understand that coaching is not a substitute for professional advice by legal, medical, financial, business, spiritual or other qualified professionals.

This agreement may change at any time.

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