Coaching agreement for

**The Certificate/Advanced Certificate**

**in Guided Meditation Teaching**

Australian Centre for Holistic Studies/ Australian Centre for Meditation and Mindfulness/International Centre for Meditation and Mindfulness

P O Box 2636

Mount Waverley, Vic 3149

Phone 03 9807 4889

0412 687 680 (Lisa)

**How does the coaching training work?**

The training requires you to complete the full program (or upgrade – whatever applies) for the Advanced Certificate in Guided Meditation Teaching. This is a 8 session course (Plus 3 electives )

If you have completed the program recently, you may not need to complete any upgrades, though you will be asked to read through the program so that you are really familiar with it.

General overview of the training

1. You have students to coach with the supervision of a trainer.
2. You will have a minimum of 9 supervised students before you will be able to be assessed as competent to work independently.
3. If you exceed 9 students and your trainer has not yet deemed you competent to work independently, you and your trainer will reassess your interest and suitability to be a coach. Be reassured that meanwhile you will have gained a great deal of training that will enhance your ability as a Guided Meditation Facilitator. Depending on the reasons, you and your trainer may consider resuming coaching training at a later time.

**5 Keys to being a great coach**

1. Walk your talk
2. Prepare your workspace and time
3. Prepare yourself for your new role professionally
4. Prepare yourself for your new role personally
5. Communicate with your supervisor regularly
6. **Walk your talk**

GENERAL

1. Have a daily meditation practice of at least 30 minutes a day in place and an opportunity at least once a week to participate in a longer meditation. This can be in a group, with an audio or in silent or self-guided meditation.
2. Have some self-support practices of at least 30 minutes a day (other than meditation) in place to support your emotional, mental and physical body. E.g. yoga or other movement practice and journaling. If you need help with this, ask your supervisor as they can assist you in setting up a program.
3. Familiarize yourself with the current course structure by looking at the website, reading the course prospectus and reading the documents on the coaching page.
4. Ensure that you are enrolled in the email campaign for both the main mailing list and for coaches. (Ask your supervisor about this if you’re not sure)
5. Run your own meditation groups, be marketing your own meditations or courses and have supervision for this at least twice a year.
6. Be engaged in professional and personal development events throughout the year: retreats, attending a group with a teacher, courses, electives, Diploma, training sessions with supervisor and referring to your supervisor as soon as issues arise. You will be advised of how many hours of personal and professional development are required per year.
7. Be thorough and careful with record keeping, diarising times and storing student work.
8. **Prepare your workspace and time**

Clarify WHEN

1. Set aside some time slots where student’s work and calls will be a regular event.
2. Tell any family members what your times for these activities are and explain that you are to have no interruptions at these times unless urgent.
3. Choose regular times wisely and make a commitment with this time taking into consideration your other commitments.
4. You will be liaising with your students to let them know the day designated for calls. Though you can be flexible with these days, be assertive with students before deviating from the set day to cater to students’ individual needs. You will be amazed how people can be prepared to change things to suit when you communicate respectfully and assertively.
5. Your chosen day and time, needs to have a segment during the day, and segments in the evening for calls. This caters to students who are working full time or at home mums with school age children. Check with your supervisor as to what will work for both you and ACHS.
6. Record allocated call times in your diary and stick to these as much as possible. If in extenuating circumstances you must change a call time – give your student a free reschedule in return.

Clarify WHERE

1. Choose where you will be working

Have an area specifically set aside for coaching calls and for your work. Make sure you have a private space to conduct your calls so that other family members cannot hear you or your student communicating as this breaks confidentiality. Please ensure that the background visible to the student where you are holding your calls is clean, tidy and clutter free. A study or meditation room is ideal. Also please ensure that your internet connection plan allows for sufficient quality connection and data to handle the additional traffic you will use with Zoom calls and emails. You may need to call your internet provider to check this.

If you are working on a computer that is being shared by the family, you will need to store student work and contact details in a secure area. E.g. an area of your computer that is password protected and only accessible by you, or a USB that is kept securely locked when not being used.

1. You will keep a separate electronic folder for each student and store completed work there as well as a written student record page (available on coaches page – you will need one per student) You will also need to keep notes on each call which will be kept on file. This will be used as feedback for trainer assessment later on.
2. After each session is marked, you will need to send a copy to your trainer, receive feedback and then conduct your call with the student. Keep a record of sessions and calls completed for that student**. Send your invoice in each fortnight to** [**aidan@holisticstudies.com.au**](mailto:aidan@holisticstudies.com.au) **(accounts payable) Aidan records the sessions that students have completed onto Student Records from the information on your invoice.**

Clarify HOW

1. Student calls are taken via ZOOM. Please use video as well for better rapport building. If you and your student prefer to use another platform, it must have video and be free of cost. Also, your student will need to use ZOOM for the Session 6 buddy session, so it is worth insisting that they use ZOOM for this continuation.
2. You will need access to the latest version of the manuals and an electronic copy of the student’s work for use with the student during the call. Your student will need their work in front of them during the call. **Students are not to conduct their calls from their car, when they are out, or not in a quiet place where they can focus and have their work in front of them to refer to.** We recommend that instead of printing out each manual, you use the latest electronic copy from the coach’s page. This way, you know you are always using the latest version.
3. **Prepare yourself for your new role professionally**
4. You will begin the upgrade and/or coaching training program
5. You will be given access to a webpage which will contain your coaching guidelines for each session. Familiarize yourself with these, have them visible whilst you are marking. You may like to have them printed out and in a folder, or open on the screen beside you in a split window; remember they are updated regularly so use the latest version.
6. Re-familiarise yourself with your communication skills outlined in the course for use with your students. Remember the same philosophies apply as when dealing with members of your meditation group. Reflective listening skills, use of silence, holding space etc. This is very important. If you feel like you would like some additional training in this area, feel free to ask.
7. If not already, begin conducting a meditation group to keep you in touch with working as a Guided Meditation Teacher. You will be able to support students more authentically.
8. Ask your supervisor questions. Use email frequently. If need be book in for additional professional growth when required. You can have as many as you need at no charge.
9. **Prepare yourself for your new role personally**
10. Use processes, journalling and meditation or book in for support to clarify and adjust unconscious beliefs around you being a coach and if need be take action to attend to any needs that arise. It is very important to stay honest and accountable around this. I am very willing to support whatever arises for you.
11. Attend to any other related personal issues and needs as they arise.
12. **Remind yourself that students will provide many mirrors in their responses and in their interaction with you and be prepared to act upon anything triggered - your supervisor can assist with this. Book in for a supervision session with Lisa if needed. These are free of charge.**
13. **Communicate with your supervisor regularly**
14. Do this in writing by forwarding all forms, checklists and assessed response sheets on to your supervisor as you complete them and store them in your own filing system as well.
15. Do this verbally by attending training sessions and supervision sessions with your supervisor when needed. Lisa as well as the Coaches Support Team conducts coach training calls/team meetings approx once every 2-3 months. Ask your trainer when the next meeting will be. Keep in touch with your supervisor by email and/or phone with updates, problems, questions and any other relevant information.
16. You will also be required to attend one to one support sessions with your Coaching support mentor.

**Your coaching training program in detail**

You will complete your upgrade program if needed. This will involve completing 8 sessions of work, electives, an assessment and case studies.

You will begin coaching students under supervision once our supervisor deems you ready.

You will be required to organize a set up call with your student in which you will introduce yourself as their coach and provide them with your contact details, and have a general introductory chat. (Set up call notes are provided for you to follow) You will not need to conduct your first coaching call until they submit their first session. Most students submit sessions on a monthly basis, though some can also do so more frequently. As a coach, you will need to mark 8 sessions as well as any resubmissions. (You can invoice small amounts of additional time for resubmissions, for session 5 onwards - preferably no longer than 20 mins per session- ask your supervisor if you find that you are requiring resubmissions very frequently).

Once they have sent you their first session, you will use the coaching guidelines to mark their work and email it to your supervisor as soon as possible. If necessary you will have a supervision call together, but where possible, we will simply give you written feedback to save time. On your call with the student, you will talk through the session, (not every question) you may like to highlight on your copy the questions that require discussion, (where the student needs help or where you would like to validate, encourage or congratulate). At times, where there is a lot of feedback you may pick out themes to focus on rather than going through each instance.

**Agreements and Rates**

Current coaching rates are displayed on the coaches’ page. Please check these and make sure you are familiar with current rates. These vary by the session as some sessions are lengthier than others. Ask your supervisor to show you how the information required on your invoice.

What you will invoice

1. Each session is invoiced at set rate according to the volume of work in that session e.g. Session 1 $60 includes the session marking and call. We base this on an average $40 per hour for activities such as marking sessions, conducting coaching calls and set up calls.
2. You can invoice additional time for coaches’ meetings and training at the training rate – all current rates are found on the coaches login page. This includes the reading of updated course material and supervision calls, but not personal counselling sessions.
3. You can invoice administration time according to the number of students you have in your group. This is a set fortnightly rate.
4. Student resubmissions of unsatisfactory work – ask your supervisor about how this works. The maximum resubmission time invoiceable per session is 20 mins, and should only be invoiced for session 5 onwards.
5. Facilitation support at retreat or workshops, rates advised at the time.
6. Your training rate will be discussed with your supervisor prior to beginning. There will be a set number of students for whom you will need to charge the training rate, and once these have been completed. Set up calls can be charged at full rate from the beginning as can admin.
7. You can charge for reading the manual in preparation for your first coaching sessions (if needed). I can pay for one read through (say an hour), but not for re-reads or checking.
8. When new material is released, you can also charge for that reading time (just for the new sections of the manual, not the whole session)
9. Partaking in the ACHS students and graduates facebook page is a fun, social activity and recommended though not compulsory. This is not paid.

Please remember that some students may not complete the whole course. For any student enrolled, you will be paid for the work that is invoiced. Incomplete or unsubmitted work will not be paid.

Please note also that it is up to you to ensure that your coaching calls stay to the recommended time for each session as additional payment will not be made for longer calls.

**Will it cost me anything to do the training?**

You will only need to pay cost price if you require an upgrade of your qualifications or course material.

This will depend on how much training you need (whether you are doing the course from scratch or doing an upgrade of an old version of the course), speak to your trainer about your situation. You will not be paid the full rate for your first few students whilst training.

You may not require additional training and if that is the case then the normal coaching training procedure is at no cost to you.

**Will I get paid to train?**

You will be paid at a reduced rate for a set number of students whilst under supervision.

You will be paid the full coaching rate to coach any students in a supervised or independent capacity after your first set number of supervised students are complete.

**What are my obligations to ACHS?**

Complete, sign and return the Coaching agreement.

Attend any coach meetings or supervision calls as requested. (You will have a choice as to time for these, if there is an emergency or urgent problem and you are unable to attend, let us know and we will record the call for you, however we prefer to have your attendance where possible.)

Keep up to date by reading the upgrades to coursework and checking the student FB page from time to time (this assists your own development as well)

Adhere strictly to confidentiality guidelines outlined in the program regarding:

* Record keeping
* Sharing information about ACHS with students
* Sharing information about the program, pay rates or students outside ACHS
* Handling sensitive student issues or vulnerabilities shared by students in the coaching process. (Please refer to Lisa or supervisor if a student requires counselling or additional support).

Security:

* Make sure that your laptop/pc is passworded, i.e. that you require a password to access Windows or activate your laptop.
* If you access your emails on your phone make sure your phone is password locked. (However we would prefer that you don’t access work emails on your phone, as a phone is more easily lost or stolen.)
* Please do not print out student enrolment forms. Just copy the necessary details onto your student file and keep personal information to a minimum.

Forward all student records for storage to ACHS admin according to our procedures as long as you are a coach.

Accept constructive feedback during supervision and at other times.

Use only your dedicated ACHS email for this purpose (not for personal, social or other business purposes)

Do not canvas students for your own business needs. (See the Coaching Code of Conduct section)

Keep up to date with professional development as outlined, requested and required.

As a representative of ACHS you will conduct yourself in a professional manner at all times during interaction with students be it in person, on Skype, over the phone or over email. Even if students become agitated or angry, your demeanour should be calm, soothing and curious. (Then you can scream later!) Ensure neat and tidy appearance, a suitable background on Zoom calls (an office or professional background is best). Please ensure that the background is tidy.

Do not print out any student details or leave them lying around your house. If you have any printed material with personal details of the student, these should be shredded.

Familiarize yourself with ACHS policies and procedures and Student Support Policy (available on student login page) regarding student conduct and welfare and work within these guidelines.

Please ensure that all communication with students are of the highest standard. Spelling, grammar and punctuation matter as it impacts on the professional image of ACHS. If you have any trouble in this area, please use a spellchecker and/or double check your work.

Care should be taken in all correspondence with students to speak/communicate respectfully and professionally.

**I agree to maintain my Meditation Teaching Public Liability and Professional Indemnity Insurance current whilst contracting to ACHS.**

**I agree to check my ACHS emails each day from Monday to Friday each week (except during school closure periods).**

**Coaching code of conduct**

I understand that in my role as a coach I am undertaking a position of power and influence and that my feedback and suggestions will have weight in the eyes of students. With this in mind and to reduce risks associated with potential conflict of interest and to promote best business practice:

* 1. I agree not to promote my own products or services to students whilst working for ACHS in a coaching capacity, on coaching calls, on retreats or on student forums such as the FB page.
  2. I will not use the ACHS database to promote comparative products.
  3. I will not meet with students face to face (other than for the usual requirements deemed by ACHS of my coaching role such as Zoom coaching for a session or attendance at a retreat ).
  4. I will not enter into a personal relationship or friendship with a student whilst they are currently undertaking study with ACHS at any stage or outside of my role as a coach.
  5. I will not enter into any business ventures, joint ventures, additional coaching or any other form of business or personal relationship with a student of ACHS.
  6. I will not offer students private coaching or counselling outside ACHS unless asked to do so by another coach or supervisor.
  7. I will not condone, discuss or encourage the adoption or use of alcohol or other drugs with students at any time through my communication on coaching calls, through social media at retreats, or through any other contact with them. This includes use of images.

Please note that it may be beneficial to students at certain times to attend meditation classes or sessions to supplement their learning. If you feel that this may be of value to your student, then we would suggest they attend classes run by another graduate or coach. Please refer to your supervisor or Lisa for guidance.

ACHS offers a counselling service to students. Students who wish to use this service must attend with a counsellor who is not their coach. Available counsellors are listed on the Student Wellbeing page (accessible from the Student Login Page).

***I welcome you to this exciting program and value your unique contribution. I am happy to be contributing to the establishment of your own business and assisting you in building personal and professional confidence as we share this journey together.***

**As a coach with ACHS you will receive the following benefits:**

* 1. Ongoing reinforcement and enrichment of your learning and updates on meditation training through the constant review of material and discussion with students.
  2. Connection with the ACHS community and the coaching team which is a wonderful source of energy and support.
  3. Being able to tell others that you are a meditation coach at ACHS for your own professional achievement and credibility.
  4. Free advertising of your website in our prospectus and on our high ranking website (you will be featured on the About Us of our site; this is very valuable and high profile exposure.)
  5. Free mentoring/coaching/counselling with Lisa.
  6. Being part of a very caring, encouraging and supportive working team of wonderful teachers, who are amazing and inspiring individuals and very successful in their own right. I love this part!!
  7. Cost price access to further training including retreats, Diploma and further electives. (Unless you are invited to attend a retreat as a facilitator in which case you will be paid to attend). Please note that not all coaches will be required as facilitators at retreats. Whether or not you are asked to facilitate we would still love to have you present and encourage this through cost price attendance.

Ideally we would like coaches to complete our Diploma training. This is highly recommended.

**Holidays and time off**

You are welcome to take time off your coaching role when you need to. Please note that during time off you will not be able to invoice admin time or coaching fees unless you are attending to emails on a daily basis.

For time off please advise our central administration (Deb), ACHS Principal (Lisa) and Your Supervisor at least a few weeks ahead of time.

You will need to ensure that you do not have any coaching calls booked during that time, so it is worth planning ahead for time off so that you can avoid rescheduling student calls. These will be booked a month ahead of time. Some coaches bring their laptop on holidays and do conduct some coaching calls. This is entirely your choice and you are not obliged to do so, provided you do not cause significant delay to your student’s progress. Speak to your supervisor if you are not sure how to handle this.

If you are unwell and cannot conduct a call you have 2 options:

1. Reschedule the call giving the student as much notice as possible
2. Offer the call time/session marking to your coaching buddy who may be able to cover for you. (Your buddy will invoice that session instead of you).

Please sign the agreement below if you are happy to commence your coaching training.

**Coaching Agreement**

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_agree to coach students of the Certificate/Advanced Certificate in Guiding and Teaching Meditation and other courses, retreats and workshops as agreed for the Australian Centre for Holistic Studies. I understand that my role and responsibilities include, but are not limited to the following:

1. ROLE: I understand that I will be representing ACHS as a Coach and not as an administrator (unless I have been specifically asked to). I will allow the ACHS administration and any other officials to manage the program.  
I understand that my professional behaviour is required at all times including confidentiality and neat presentation visibly and verbally on video calls.  
I will work with the ACHS to achieve the short and long-term goals for each student I coach. This includes encouraging them to keep their studies regular while allowing them space in times of need. I will speak to my supervisor if a student has not submitted work for more than a month or appears to be not able to make the prescribed time limit to complete studies within the maximum time frames. I will return work with written feedback to the student before the arranged coaching call to ensure the student and I can both refer to the written response sheets.  
I have read and understand ACHS policies and, the ACHS Certificate in Guided Meditation Teaching prospectus and welcome pack and the details on the websites made available to prospective students.  
I am personally active in maintaining a meditation practice on an everyday basis. If I struggle with this or any other aspect of my practice I will seek support in a timely manner.  
I will record coaching calls and forward these onto my supervisor where requested for training purposes.

3. COACHING: I will endeavour to develop and improve the skills of the student. I will be open and receptive to coaching suggestions from my supervisor and where relevant, from the student.

4. TRAINING & SUPERVISION: While undergoing training I will attend all calls with my supervisor for the entire duration of my training period. I understand that if deemed competent I can coach students as a fully trained coach while still completing my first students under supervision.

4. COMPLAINTS REPORTING: In case of an incident involving a student complaint, or if I have a complaint or any issue that requires resolution, I will ensure that I discuss this with my supervisor or Lisa Forde immediately. If I am unhappy with any part of the coaching program I will address my concerns directly to the ACHS supervisor or Lisa and not divulge this information to students or engage in discussion with students.

6. CONSULTANT FEES: I agree to be paid according to the rates outlined in this agreement**.** I understand that fees deposited into my account will be according to my student load at the time of payment  
I agree to submit a tax invoice for the time period agreed (fortnightly).  
I understand that if a student ceases to study and their payments cease or they default on their payments then my role as Coach to the student also ceases and so do potential sessions and payments for that student from that time onwards.

7. RECORD KEEPING: I will adhere to all established record keeping requirements by ACHS and according to Federal and State confidentiality principles. (See the school Privacy Policy contained in Policy and Procedures.)

8. CONDUCT: I will act as a role model to the students and ensure that all my communications with students reflect the philosophy and teachings of ACHS programs. I will follow all guidelines in the policies and procedures manual that are related to me. I will not introduce other philosophies or beliefs that run contrary to the non-denominational and holistic approach of ACHS.

9. DISCIPLINE: I will report any potential student violations of the policies and procedures to my supervisor.

10. FACILITIES: I will report any faults or difficulties with study materials or the website to my supervisor as I see them, in a timely manner. I will offer feedback for elements that I see need improvement where relevant.

11. DISMISSAL: I understand that as a subcontractor I am eligible for dismissal from my coaching position at any time. This also includes midway through coaching a student, if concerns have been raised by the student or other staff about my coaching and it is deemed necessary and in the best interests of the student. Please be assured that we want our coaches to be with us long term, and we have always enjoyed excellent relationships with our coaches. Only the Director of ACHS has the ability to terminate my position.

I agree to give no less than 30 days notice if I choose to step down as a Coach. I will endeavour to have my students best interests at heart in such an event and to the best of my ability complete my current student load at the time of deciding to cease as a coach and provide thorough handover notes.

My signature below indicates my acceptance of the conditions outlined above:

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Printed name Coach’s Signature and Date

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Please print the whole document, initial each page and return to ACHS P O Box 2636 Mount Waverley 3149 or [lisaforde35@gmail.com](mailto:lisaforde35@gmail.com).

We are so happy to have you working with us!