



WOMEN'S
RESOURCE
CENTER

Women's Resource Center's Professional Development Coaching Program

The Women's Resource Center's (WRC) Professional Development Coaching Program is available to women who would benefit from addressing their own ongoing professional, economic and social needs as they relate to their roles at work, home and in the community. The program will provide them with one-on-one coaching assistance to help them make decisions and take action steps that will lead them towards individual success and a balanced life.

REQUIREMENTS:

- **All applicants must be Women's Resource Center clients**, meaning they have filled out our intake form within the current year and they have discussed their situation with one of our staff members or volunteers.
- Applicant must complete the Coaching Application & Readiness Questionnaire.
- Applicant must pay the \$25 Coaching Application fee.
- If applicant is chosen to participate in the program, WRC staff will contact the client and give them the name, email address and phone number of the assigned coach, plus the amount they will pay based on a sliding scale. The client will be responsible to contact the assigned coach.
- The applicant will be sent an invoice for the six sessions (\$300-\$3,000), based on a sliding scale.
- The Women's Resource Center may be willing to work with client on a payment plan should the client not have the financial means to pay the fee up front.
- The client must agree to work with the coach for six sessions within a three-month period.
- If client misses more than two appointments, their coaching can be terminated and all funds paid may be forfeited.
- If the coach believes the client should continue for another six sessions, the applicant will agree to pay another sliding scale fee (\$300-\$3,000) for additional sessions.
- The client will be required to fill out a Coaching Evaluation form after each six sessions.
- The client agrees to be interviewed by a coaching committee member and allow WRC to use their story for publicity purposes (anonymously).
- The client understands that communicating via email with the coach and the Women's Resource Center is a condition of the Professional Development Coaching Program, and that they will be expected to check their email on a regular basis throughout the coaching and subsequent evaluation process.

Applicant must return the Coaching Application & Readiness Questionnaire and \$25 fee to:

Women's Resource Center
679 E. 2nd Avenue, Unit 6
Durango CO 81301

\$25 application fee collected? Initials _____



Client Application
Coaching Readiness Questionnaire
All information is confidential

Date: _____

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell #: _____ Home #: _____

Email: _____ Date of Birth: _____

How did you learn about this program / referred by: _____

CLIENT QUESTIONNAIRE

1. What are the reasons you are applying for the coaching program?

2. What are the goals you want to achieve during the coaching sessions? (please articulate to your best ability)

3. Have you ever been coached (formally and/or informally)? Yes or No (circle response)
If yes, please identify the successful changes you achieved with your coaching experience.

4. What do you care and value most about in your work and life?

5. What would you identify as your best professional and/or personal success to-date, and why?

6. What are your top 2 to 4 skills and/or strengths that have contributed to your successes?

7. What career do you desire, and why?

8. What are the top 2 to 3 professional/career challenges that you face right now?

9. What resources are available to you to address these challenges?

10. Specifically what objectives do you feel that WRC coaching can assist you with in addressing these challenges?

11. Please describe your education, work history/key jobs and other skills/interests (or you may simply attach your resume).

12. Please indicate the day(s) and times of the week that you are available for a one-hour session with a coach.

HOUSEHOLD SIZE

List **names** and **ages** of **ALL** other people living in your home:

Name	Age	Name	Age
_____ / ____		_____ / ____	
_____ / ____		_____ / ____	
_____ / ____		_____ / ____	
_____ / ____		_____ / ____	

INCOME INFORMATION

1. Occupational Income (List everyone in the household that has income.)

<u>Name</u>	<u>Occupation</u>	<u>Employer</u>	<u>Monthly Income</u> (Before Deductions)

2. All other household income (i.e., Social Security, Retirement, Child Support, etc.)

<u>Type of Income</u>	<u>Monthly Income</u>

3. **Total Monthly Household Income** \$ _____

I acknowledge that I have reviewed all information, and stated any and all information in the documentation factually and honestly so I may be considered a candidate for WRC Coaching Program.

Client Signature Title

Print Client's Name Date

COACHING READINESS QUESTIONNAIRE

Please rate using numbers 1-5:

1 Strongly Disagree – 5 Strongly Agree

1. I believe I am capable of having a life and career I truly deserve. _____
2. I am open to doing things in new and different ways to be successful. _____
3. I am completely accountable for the results I produce and am willing to take the lead on issues that are important to me. _____
4. I believe this is the right time for me to engage in coaching. _____
5. Creating and sustaining relationships builds strength. _____
6. I am committed to making an investment in my future. _____
7. I want a high quality of life. _____
8. I am willing to step outside of my comfort zone. _____
9. I am highly committed to my personal development and am prepared to devote the time needed to make coaching work, including time for meetings and homework in between sessions. _____
10. I am prepared to tackle the tough issues to close the gap between where I am now and where I want to be. _____
11. I am open to new ideas and new ways of doing things to facilitate positive change and personal growth. _____
12. My coach can count on me to be honest at all times _____