

# Getting Started

## Policies and Procedures

### Client Orientation

#### **The Nature of the Coaching Relationship**

An Intentional Creator is defined by six qualities – they have mastered the art of connecting with people; they set realistic goals and achievable expectations; they complete tasks; they embrace discipline and structure; they find joy in their journey; and lastly, they have a healthy self-esteem. Each of these qualities is supported by six characteristics. Master the characteristics, master the qualities.

You have taken an Intentional Creation Assessment™. We have measured your thought processes to determine if they are supporting or sabotaging mastery. If you want to...

- Be a more effective connector with people
- Use your mind constructively to manifest inspired ideas, impressions and solutions to problems
- Live in the NOW driven by passion
- Embrace principles and engage in life free of resistance and rebellion
- Choose your attitude and find joy regardless of the circumstances
- Be real, genuine and authentic

...in short, live a more productive, successful, joyful life; changes may be required in the way you are currently thinking.

#### **Intentional Creation Coaching is designed to help you:**

1. Identify what you want in specific areas of your life and the kinds of thoughts and actions required to turn these worthy dreams into tangible reality.
2. Clearly understand the relationship between YOU and your thought processes.
3. Recognize and become aware of pivotal moments in the day when sabotaging thought processes want to run your life and negatively impact the creation of your dreams.
4. Discover that YOU can choose to think differently.
5. Provide you with the principles, practices and techniques needed for doing so.

Intentional Creation Coaching will put you firmly on the path to mastering the Six Qualities of an Intentional Creator and ultimately the creation of your dreams.

## **What you can expect from your coach.**

The following Five Tenets form the foundation for a coaching relationship. Your coach has agreed to abide by these tenets as well as the standards of ethics as outlined by the International Coaching Federation and the International Association of Coaches.

Tenet #1: I am an example. I study and proactively apply these time-tested principles in my life. I strive daily to be a product of this process.

Tenet #2: I am free of bias and prejudice. I come to each coaching session as an empty vessel free of judgment.

Tenet #3: I inspire change. I stimulate my client's clarity of thought to support the consistent actions needed to turn my client's worthy dreams into tangible reality and acknowledge and celebrate "their" accomplishments.

Tenet #4: I am realistic. I support incremental growth.

Tenet #5: I am a mentor coach, not a consultant or therapist. I am a catalyst for my client's achievement. I stand ready to assist individuals in moving forward with their lives. Outside the principles and practices of Intentional Creation I give no advice unless expressly requested and then only within an area in which I have special knowledge or expertise.

## **What Your Coach Will Expect of You**

- Be rigorous, courageous, and honest in your self-exploration and your communications with your Coach.
- Be committed to personal growth, willing to undertake the practices prescribed as part of your self-development and other actions that may be needed to create your desired results.
- Provide your Coach with ongoing feedback regarding the value you are receiving from the coaching.
- Take ownership and responsibility for your progress and accomplishments and be fully accountable and responsible for your circumstances, choices, and actions.
- Be prepared for each session by completing homework assignments.
- Come prepared to discuss relevant events or accomplishments since the previous session.
- Give thought to the issues that are currently driving or limiting you and other relevant topics you would like to discuss in your coaching session.
- During your sessions you should be in a quiet, private environment that supports focus on the coaching conversation and enables reference to the coaching materials. Distractions and interruptions can significantly reduce the quality and effectiveness of your experience.

## **Call Procedures**

### **Who makes the call**

Unless otherwise agreed, it is your responsibility to call your Coach at the scheduled time and assume any long-distance charges.

### **Length and Frequency of Calls**

Some coaching sessions will be as little as 30 minutes, some as long as 90 minutes or more depending on your progress, purpose, and the materials to be covered during a session. The length of each session will usually be determined at the end of the previous session.

### **Failure to Show and Last-Minute Changes**

Your coach has allocated his/her time to be available to you at the appointed time. Failure to make your call or to give reasonable notice regarding the need to re-schedule an appointment could result in a forfeiture of the benefits of the call. Your coach will discuss his/her policies and/or fees, if any, for cancellations, no-shows, and last-minute schedule changes. Your Coach may also need to reschedule a coaching session. In the case that this might occur, your coach will provide adequate notification except in the event of a serious emergency.

### **Duration of the Program**

The initial coaching engagement is usually 10 to 12 coaching sessions over a 90-day period. This may be extended with mutual agreement if there has been a need to reschedule a session(s).

### **Additional Support**

Most of the interaction between you and your Coach will be during your scheduled coaching sessions, however, issues may come up in your life that need to be addressed immediately. Your Coach may provide additional support through short phone calls, e-mails, texting or instant messaging between sessions to address these issues.

### **Boundaries**

You are not required to share anything about yourself that you are not comfortable discussing. However, withholding information about important thoughts or experiences could limit your coach's effectiveness in assisting you to explore your options.

Likewise, your Coach may limit discussions to areas that he/she is comfortable discussing and any such imposed limitations may not be construed as failure to perform. Such areas may include, but are not limited to; sexual conduct, illegal activities, psychological disorders, medical conditions, or areas more appropriately discussed with a psychologist or therapist.

The Coaching relationship is a professional relationship and must adhere to certain

ethical guidelines. These ethical guidelines are published by the International Coach Federation and will be provided for you at your request. In addition to the above issues, you and/or your coach may choose to establish other boundaries to create an effective and comfortable working relationship.

## **Confidentiality**

The coaching relationship is not a legally protected relationship. A coach may be compelled by subpoena to provide and/or testify about discussions and records regarding a client. Furthermore, should the client reveal information the coach feels should be reported to appropriate authorities (such as, but not limited to, information about a criminal conspiracy or activity, or an intent to harm yourself or others) it is within the coach's right to report such information and its source to authorities at the coaches discretion.

Conversely, your coach knows that confidential personal and/or business information may be discussed during the coaching process. The above notwithstanding, your coach agrees to keep and maintain such information confidential and not to disclose or use any information about you without your prior written consent unless ordered to do so by a Court of Law with the authority to subpoena such information.

## **What You Will Receive**

You will receive a personalized Intentional Creation Learning Studio for use in the coaching process. This Studio includes:

Your Intentional Creation Assessments:

You can access and review your current and past Assessments.

My Tools:

These are the tools needed to support your coaching experience. Please review with your coach both content and how to access each tool.

You will have completed one Assessment prior to commencing the coaching process and will complete a second Assessment toward the end of this initial engagement. The second report will provide insights into the progress you have made during your coaching experience and help you and your coach develop a plan for moving forward. The "My Tools" section of the Learning Studio includes an electronic Personal Journal. However, some find it helpful to purchase a spiral notebook or journal that can be carried on your person for the recordation of insights, observations, actions and special experiences.

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## **The Ten Scrolls**

You will be using as a key resource the Ten Scrolls found in Og Mandino's perennial best-selling books, *The Greatest Salesman in the World* and *The Greatest Secret in the World*. These books have been read by tens of millions of people worldwide. The story of the "Greatest Salesman" is a metaphor for becoming the greatest YOU. The Greatest Secret in the World provides a journal for studying the Scrolls. The Ten Scrolls provide principles and practices for creating an extraordinary life.

*Og writes: "As I read and re-read the words in the scrolls to follow, never will I allow the brevity of each scroll nor the simplicity of its words to cause me to treat the scroll's message lightly. Thousands of grapes are pressed to fill one jar with wine, and the grapeskin and pulp are tossed to the birds. So it is with these grapes of wisdom from the ages. Much has been filtered and tossed to the wind. Only the pure truth lies distilled in the words to come. I will drink as instructed and spill not a drop. And the seed of success I will swallow."*

Parts and pieces of these time-tested principles can be found in many different books. Here they are presented in a sequential, simple, understandable way that encourages application. Written in the language of the intrinsic, the Scrolls provide a person with a wealth of insights that can be uniquely applied in a wide variety of situations.

The Scrolls are used as a daily reminder providing insights and affirmations that, when repeated as prescribed, help to develop new habits of thinking. Your coach will guide you through an application of the Ten Scrolls that is unique to you and designed to maximize your results in the coaching process. Reading the Ten Scrolls every day is a VERY IMPORTANT part of this coaching engagement. They can assist you in mastering your internal dialogue and creating the life you want.

Scroll I Today I begin a new life.  
Scroll II I will greet this day with love in my heart.  
Scroll III I will persist until I succeed.  
Scroll IV I am nature's greatest miracle.  
Scroll V I will live this day as if it is my last.  
Scroll VI Today I will be master of my emotions.  
Scroll VII I will laugh at the world.  
Scroll VIII Today I will multiply my value a hundredfold.  
Scroll IX I will act now.  
Scroll X I will seek guidance

## **Disclaimers**

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**Results are Not Guaranteed**

Coaching results are not guaranteed. Your coach will guide and support you in the process of mastering your thoughts, but ultimately the choice to be the master of your thoughts rests solely with you. You enter into the coaching relationship with the understanding that YOU are responsible for doing the work necessary for creating your own results.

**Coaching is Not Therapy**

Coaching is not to be construed as psychological counseling or any type of therapy. In the event that you feel the need for professional counseling or therapy, it is your responsibility to seek a licensed professional. Coaching focuses on moving forward and making changes. Therapy often focuses more on addressing unresolved issues that are holding you back from moving forward.

**Coaching is Not Consulting**

It is generally not your Coach's role to give advice or consulting other than as it pertains to the Intentional Creation materials provided. However, your coach may have expertise in specific subject areas from which you may gain benefit. You may ask for advice and the Coach may ask permission to give advice, but at no time is either party compelled to listen to or give advice.