

1 Day Workshop Agreement

Please read this agreement carefully, as it includes important rights that you have, as well as, your obligations as a Workshop Participant. By signing where indicated below, you agree to the following:

Purpose and Scope:

You have decided to participate in the Innovative Coaching Services 1 Day Workshop on _____. You understand the purpose of the Workshop is to help you move forward toward your goals in your business. While the Coach Mindy will act as your mentor and facilitator of the group, the other group participants will also have input with a unique perspective and approach to help you get the most out of this workshop for your business. You understand that all research, preparations, labor and all business decisions shall be made by you independently. In order for you to reap the full benefits of this program, it is important for you to arrive ready to be open and present, and then implement your plan following the event to see results.

Group Agreements:

1. I agree to participate in the 1-day Workshop on _____.
2. I agree to attend the full meeting, unless there is an emergency and I absolutely cannot. I will notify Coach Mindy of Innovative Coaching Services if I will not be able to attend.
*see refund policy
3. During the event, I agree to be attentive to the group. I will not multi-task during the program, but be focused on what the program is offering.
4. I will under no circumstances share what is said in the meetings outside of the group. Furthermore, I will not “gossip” or discuss another member with anyone else. (See also Confidentiality section.)
5. I will keep my comments and suggestions positive and supportive.
6. I understand that I am the only one who can determine my success. I will listen to the suggestions and ideas of the group members, and then will make my own judgment calls on how to best move within my business. I do not hold anyone else accountable for the choices I make in my business, even if they are based on a suggestion by another group member, because I acknowledge each action is *my* choice.
7. I understand that by signing this agreement, I am agreeing to the full terms contained within this agreement. If I break any of these agreements, I am giving Innovative Coaching Services/Mindy Lee M Lipsky, CTACC permission to handle my current participation and future enrollment as they determine, I understand that I will not be entitled to any refunds in either of these instances.



Confidentiality:

You understand you will receive confidential and proprietary information shared by Mindy Lee M Lipsky, CTACC during the workshop and within the Group that may not be shared with anyone. You shall hold all information disclosed through the program in strict confidence and shall not disclose any such information to any third party except for your immediate family and/or business partner. You may use the information ONLY for your personal benefit and the benefit of your business. You shall take all reasonable measures to protect the confidentiality and avoid the unauthorized use, disclosure, publication, or dissemination of the information. No copies, reproductions or other images of the information may be made unless approved in writing by Innovative Coaching Services/Mindy Lee M Lipsky, CTACC.

What is included:

The event will go from 9:00 AM until 4:00 PM

Arrival is 8:30 AM with a 9:00 AM sharp start time

A light breakfast will be served

Lunch will be provided by Innovative Coaching Services during our break from 12 to 1 PM

Please let us know of any allergies or food intolerances by _____

Snacks, coffee, tea and water will be available throughout the day

Please do your best to stay hydrated

We will do our best to finish on time at 4 PM but cannot be held responsible if we go over time.

Dinner will not be provided.

Coach Mindy will provide handouts, writing utensils and paper.

Please bring anything you feel will help you to stay comfortable and focused throughout the day.

Please get a good night sleep and come with an idea of what you would like to work on!

You will receive a link via email to complete your DISC Classic 2.0 Assessment

Please be sure to complete the DISC assessment prior to the event and bring a printout copy with you!

The day of the workshop, Innovative Coaching Services, LLC will provide:

- Activity Workbook: Being Responsive to Customer Differences
- DISC Sales Action Planner – Increasing Effectiveness in Sales and Service
- Notebook
- Pen
- Group Class Supplies

Please bring anything else you feel you will need that day

Refunds/Cancellation/Late Payments:

Fees – 1 Day Workshop: \$497 NOW \$297**

- Investment for event participation \$497.00 **(unless a special promotional price is offered)
- Accepted forms of payment are: Cash, Check, Visa, Discover, American Express or MasterCard payments. Credit Card payments will process via PayPal. If you choose credit card, you will be directed to make your 1-time payment via PayPal through the Innovative Coaching Services Website, unless otherwise agreed upon. If paying by Cash or Check I will email or mail you and invoice for the payment for the program.
- Payment **MUST** be received no later than 3 days prior to the Workshop (unless otherwise agreed upon) or a late fee of \$25 will be assessed.
- You will receive a receipt via email at the time of the charge via PayPal or from Innovative Coaching Services when cash or check is received. Print and keep these for your records. These fees *may be* tax deductible as a business expense. Please check with your CPA.
- Please budget for this investment.

Late Fees: A late fee of \$25 will be automatically assessed 3 days prior to event.

Returned Check Fee: A fee of \$45 will be assessed for checks returned due to insufficient funds. Please make certain funds are available.

Cancel Terms: Due to the nature of the workshop, once you make your payment you are expected to attend for the day. You may cancel and request a refund **up to 3 days prior to the event (deadline is _____)** with notice in writing. Requests received _____ or later will be asked to apply your fee to another Innovative Coaching Services Program.

All agreed upon payments are non-refundable. No refunds will be made for services already paid for and service fees will not be prorated.



Client Data & 1 Day Workshop Terms of Agreement

Please complete this agreement, review the terms, sign, scan & email to mindy@innovativecoachingservices.com Thank you!

CLIENT DATA:

Client Name: _____

Address: _____

Day Phone _____ Evening Phone _____

Email _____

Spouse/Partner's Name _____

Birthday _____ Occupation/Employer _____

Workshop Participant Terms:

Fees – 1 Day LIVE Workshop: \$497

Payment Preference (Circle one)

Check (an invoice will be sent via email)

PayPal payment

I have read this agreement in full and by signing where indicated below, I acknowledge that I have read and agreed to all the terms contained within this Workshop Agreement between myself and Innovative Coaching Services, (including Mindy Lee M. Lipsky, CTACC).

I understand that *Mindy Lee M. Lipsky* is a certified professional coach, not a licensed therapist and that I am responsible for all my decisions, actions and feelings.

Client Signature _____ Date _____