



Executive Coaching & Leadership Retreat Client Agreement and Informed Consent Disclosure Statement and Agreement for Services

Introduction

This agreement is intended to provide important information to you regarding Dr Sylvia Likambi International (DRSLI) Transformation Coaching/ Mentoring and Wellbeing and Consultancy Services.

Please read the entire document carefully and be sure to ask your Coach, Mentor or consultant any questions you might have regarding its contents.

Information About Your Coach/ Mentor

Dr. Sylvia Forchap-Likambi is a Leading Empowerment and Transformation Authority, transformational Speaker/ Coach, and 6 times international bestselling author; specialized in the delivery of high quality/cutting edge empowerment and revolutionary leadership and transformation programs. She is the founder and CEO of Award Winning “Behaviour Changed” Community Interest Company, Voice of Nations; and Founder/Global Chair of The Global Visionary Women Network and Dr Sylvia Likambi International.

She brings a very unique and dynamic blend of inspiration, purpose, empowerment, and transformation in her mentoring, coaching, and engagements; that has the potential of transforming the most dormant/negative mindset into a highly productive/positive and dynamic mindset, capable of setting and achieving any life goal.

She studied in Italy and Australia, where she earned a Doctor of Pharmacy degree and a PhD degree in collaboration with the University of Sydney (Nepean Hospital). She worked Italy and the UK; and became Honorary Research Associate with the Royal Liverpool University Hospital in 2008, and a member of The European

Haematology Association in 2009. She is author/co-author in a number of international peer reviewed journals. She's 7X International Bestselling Author of diverse personal development and transformation books.

Dr Sylvia is also an ILM certified executive coach, Life coach and master coach.

Over the years, she has coached, empowered, inspired, and positively impacted and transformed millions of lives globally, thousands of female entrepreneurs, and relentlessly empowered and motivated many to come out of addictions, depression, get into training, volunteering, employment/ self-employment, leadership roles; and also offered them several of such opportunities through her organizations.

She was nominated in the African Business Chamber's UK TOP 100 African Business Leaders and Entrepreneurs 2022 List, and listed on the Top 25 Black Entrepreneurs To Watch in 2021 by The UK Black Business Show. She was also the winner of Honorary Award for Exemplary Professional Leadership Recognition at the Enterprise Minds Awards 2018, The Positive Role Model for Gender Award at The UK National Diversity Awards 2016, and multiple nominee and finalist for other prestigious national/ international awards, including finalists for Mentoring Champion of the Year at The SEN Powerful Together Awards 2012-2014, and The Member's Choice Awards in 2012 and 2013.

She has featured on diverse Radio and TV stations, to speak on female empowerment, entrepreneurship, leadership, and other topics; and been guest/ keynote speaker to several audiences, ranging from community groups to universities.

For more on Dr Sylvia Forchap-Likambi, please visit: www.voiceofnations.org.uk, <http://www.drsvyialikambi.com>, www.globalvisionarywomen.org and <http://www.littleangels-foundation.org>

Executive & Business Coaching

The core of this coaching will be centered on:

Understanding the power of your personal and company/corporate vision and mission statement. Reviewing and communicating your personal and company's vision and mission statement clearly.

Through this, we support individuals/ entrepreneurs and leaders explore the famous Gospa strategy, which is the foundation on which successful business coaching is based. They are coached to set clearer business, personal and professional development and financial goals, objectives, and success strategies, and how these could be clearly communicated throughout the business. These goals will be reviewed, evaluated, and acted upon for overall personal/business growth and success. All individuals enrolled for this program will be offered Dr Forchap-Likambi's bestselling book, Success Blueprint and A Bespoke Personal & Professional Transformation and Success Planner.

Strategic Thinking and Planning: We will work on the leader's ability to think and plan strategically (looking at the strategy of some great leaders and role models). You will learn how to stand back and view the future, remain ambitious, optimistic, and at the same time think critically, to identify any underlying problem, or set back, and then plan, and act.

Time Management: We will explore excellent time management to maximize your business resources and output.

CC1: Purpose Package: £2000.00 - All day in your company or on zoom

What is included;

- A 30-minute "Clarity & Purpose Discovery Session", which allows your coach to learn more about you, your business vision and the goals you hope to achieve
- Full day intensive executive and transformation coaching with your most senior executive or dedicated leader.
- Your Bespoke "Personal & Professional Transformation And Success Planner"
- Sessions are valid for 6 months after booking.

CC2: Visionary Package: £10,000.00

5 full day sessions or all day in your company or on zoom with up to six leaders

What is included;

- A 30-minute "Clarity & Purpose Discovery Session", which allows your coach to learn more about you, your business vision and the goals you hope to achieve
- Full day intensive executive and transformation coaching with five of your most senior executives or dedicated team leaders.
- 5X "Personal & Professional Transformation And Success Planner"
- 2x Monthly Email support for questions and strategy implementation after sessions
- Sessions are valid for 6 months after booking.

CC3: Leadership Mission Execution Package: £35000

5X Monthly full day sessions in your company or on zoom with up to 20 of your leaders, management or sales team.

- A 30-minute “Vision & Purpose Discovery Session”, which allows your coach to learn more about you, your business and leadership vision and the goals you hope to achieve with your leaders and teams.
- 5X Monthly Full day intensive executive and transformation coaching with up to 20 of your most senior executive, senior management and sales leadership team.
- 1x Full day Leadership Retreat in a 4 – 5 Star Hotel for up to 20 of your senior leadership team (Includes Breakfast, Lunch, Refreshments and Workbooks)
- 20X Bespoke “Personal & Professional Transformation And Success Planner”
- 5X Monthly Email support for questions and strategy implementation after each session
- Sessions are valid for 6 months after booking.

CCL4: Corporate Leadership Retreat: £12000.00

- A 30-minute “Vision & Purpose Discovery Session”, which allows your coach to learn more about you, your business and leadership vision and the goals you hope to achieve with your leaders and teams.
- 1x Full day Leadership Retreat in a 4 – 5 Star Hotel for up to 20 of your senior leadership team (Includes Breakfast, Lunch, Refreshments and Workbooks)
- Additional leaders at £500 per executive
- 20X Bespoke “Personal & Professional Transformation And Success Planner”
- Sessions are valid for 6 months after booking.

For all other packages, please visit our website store here:

<https://www.drsvialikambi.com/>

Confidentiality

As a leading empowerment & Transformation Authority for almost a decade, it is our duty and responsibility to protect the confidentiality of the communications with all our clients, including coaching and corporate clients. However, there is limited confidentiality if sessions are not conducted in-office. Confidentiality cannot be guaranteed if sessions are conducted via phone or online, as we do not have full

control over such media. Therefore, clients should use their own discretion when utilizing these options.

Appointment Scheduling and Cancellation Policies

A 24-hour advanced notice is required if you must cancel or reschedule your appointment. Our policy is to charge for missed appointments at the rate of £50.00 for each missed session. Our policies are created to allow for effective scheduling and to ensure all client's wishing to be seen may be accommodated.

Please help us to serve you by notifying us as soon as possible if you must change or cancel your appointment.

Telephone availability and Emergencies

Telephone conversations between office visits are acceptable. However, your coach will attempt to keep these contacts brief due to the belief that important issues are better addressed within regularly scheduled sessions, which are fully documented and followed up for maximum benefit and results.

If an unscheduled call or session is needed, phone calls will be billed at the 50-minute rate of £300.00 after a grace period of 15 minutes. You may leave a message for your coach/ transformation professional at any time on her confidential voicemail. If you wish your coach to return your call, please be sure to leave your name and phone number, along with a brief message concerning the nature of your call. Non-urgent phone calls are returned during normal weekdays (Wednesday through Friday) within 24 hours. In case of a medical emergency, a threat to your safety or the safety of others, please call 999 immediately to request emergency assistance.

About the Coaching Process

The International Coach Federation's definition of coaching quoted in part that is as follows:

"Professional Coaching is an ongoing professional relationship that helps people produce extraordinary results in their lives, careers, businesses or organizations. Through the process of coaching, clients deepen their learning, improve their performance, and enhance their quality of life and work/ business.

In each meeting, the client chooses the focus of conversation, while the coach listens and contributes observations and questions. This interaction creates clarity and moves the client into action.

Coaching accelerates the client's progress by providing greater focus and awareness of choice.

Coaching concentrates on where clients are now and what they are willing to do to get where they want to be in the future.

Coaches recognize that results are a matter of the client's intentions, choices and actions,

supported by the coach's efforts/ expertise and application of the coaching process."

Please ask your coach to address any questions or concerns that you have about his information

Termination of Coaching and Refund Policy

The length of your coaching and the timing depend on the specifics of your goals and the progress you achieve.

Your coach will help define your vision and direction, but it's the client's responsibility to create the time and energy to fully participate in the program.

Due to the limited amount of appointments available for our corporate clients, only clients dedicated to making positive changes will be accepted. Either the coach or client may discontinue coaching at any time, but refunds on packages will not be given.

Liability

By purchasing this package you hereby agree that you have read this agreement for services carefully and understand and agree with its contents. You also agree with our terms & conditions of purchase and refund policy on our website.

PLEASE MAKE PAYMENT ONLINE OR TO THE ACCOUNT BELOW BEFORE YOUR FIRST SESSION.

Account name: Dr Sylvia Likambi International

Account no. SORT CODE

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