

### Coaching Services Registration Form

**Kudos to you for taking the next step to hire a coach to support your success!**

- 1) Please fill in the items on pages one through four, obtain your manager's signature on page five, and submit your completed form via:
  - Scan/email to the Training and Organization Development Office at [countytraining@saccounty.net](mailto:countytraining@saccounty.net)
  - Inter-office mail to Catherine Crusade/mail code: 09-5720
  - Delivery to: Catherine Crusade, 5<sup>th</sup> floor reception desk at the County Administration building located at 700 H Street, Sacramento, 95814.
  
- 2) Once your form is received, the Training and Organization Development Office will contact the coaching service provider(s) you designate on page two of this form. The coaching service provider(s) will then contact you.
  
- 3) If you have any questions, please contact the Training and Organization Development Office main number at 916-874-7711 or [countytraining@saccounty.net](mailto:countytraining@saccounty.net). The County's contact person for coaching services is Catherine Crusade, Senior Training and Development Specialist. To contact Catherine directly, email: [crusadec@saccounty.net](mailto:crusadec@saccounty.net) or call: 916-874-4620.

#### Your Information

1. Name \_\_\_\_\_
2. Classification \_\_\_\_\_
3. Personnel number \_\_\_\_\_
4. Department \_\_\_\_\_
5. Division \_\_\_\_\_
6. Work phone number \_\_\_\_\_
7. Cell phone number (optional) \_\_\_\_\_
8. Work email \_\_\_\_\_
9. Work address \_\_\_\_\_

Contact preference: phone                      email

**What type of coaching are you interested in?**

Executive

Career

Performance Improvement

Change Management

If other, please specify \_\_\_\_\_

**Coaching Service Provider Information and Cost**

- 1) After identifying the coach with whom you would like to schedule an introductory session, fill in the required information in the table below.
- 2) The purpose of the introductory session is for you and the coach to interview each other to determine fit.
- 3) If you are interested in speaking with more than one coach, you may request a coaching services introductory session with each of the coaches with whom you are considering.
- 4) Most coaching service providers offer the coaching services introductory session at no charge. However, confirm with the coaching service provider when they contact you.

<b>Name of the Coach with whom you would like to schedule an introductory session.</b>	<b>Name of Company</b>

## Estimated Costs for Coaching Services

After you have an opportunity to interview a coach(s) via the coaching services introductory session(s), if you hire a coach, fees for your coaching program and any self-assessment tools will be charged to your department.

**In the table below, please estimate the costs for coaching, as well as any self-assessment tools you may be interested in for each of the coaches with whom you are considering.**

Coach's Name	Hourly coaching rate	Estimated number of sessions	Estimated total cost for coaching sessions	Estimated cost of self-assessment tools	Estimated total cost for coaching and self-assessment tools

**The following information is required in order for coaching program fees to be billed to your department.**

Your department cost center number \_\_\_\_\_

Your department general ledger number \_\_\_\_\_

**How did you learn about the coaching services offered to County leaders?**

County coaching webpage

Department Director

My Manager

Colleague

DPS Service Team Representative

Training and Organization Development Course Instructor

County Newsletter

If other, please specify \_\_\_\_\_

**What is most important to you when selecting a coach?**

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**Your Manager's Information:**

- 1. Name \_\_\_\_\_
- 2. Classification \_\_\_\_\_
- 3. Work phone number \_\_\_\_\_
- 4. Work email \_\_\_\_\_

As the manager, I agree that my department will pay for the total cost of coaching services, including any self-assessment tools that may be administered, for my direct report whose name and contact information are stated on page one of this registration form.

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date