

Cyncie Winter, MH, MA
BrightStar Coaching
Illuminating Paths of the Heart
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303-331-2033

PROFESSIONAL DISCLOSURE STATEMENT

As my coaching client, you have the right to know my qualifications, methods, and expectations of our professional relationship.

1) Cyncie Winter, MH, MA, LPC; Lakepoint Center, 29029 Upper Bear Creek Road, Suite 207, Evergreen, CO 80439

2) My degrees are: Bachelor of Arts, University of Wisconsin, Madison (1969);
Master of Humanities, University of Colorado at Denver (1990);
Master of Arts: Liberal Studies: Psychology, Regis University (2002).

3) Licenses and Accreditations
Licensed Professional Counselor, License #4556
Certified Kaizen-Muse Creativity Coach
Certified Journal Therapist, Center for Journal Therapy

4) Memberships
American Counseling Association (ACA)
American Psychological Association (APA) Member

5) Professional Offerings
Clinical counseling
Life Coaching and Creativity Coaching
Expressive Journal therapist

6) Coaching Pathways: Areas of Specialty
Life Purpose and Direction
Creativity
Transition
Loss
Relationship

7) Philosophy

It is my intention to be a useful and effective guide to my clients on their journey to self-discovery. As a professional coach, it is my intention to help people “get out of their own way,” become aware of the behaviors and beliefs that may limit them from achieving their full potential, and to attain new levels of emotional intelligence, self-awareness and personal advocacy to realize their dreams. Together, we will explore the life path you may be seeking and utilize therapeutic tools to help you accomplish your goals.

My coaching philosophy honors the client as the expert in his/her life. I believe that every client is creative, resourceful, and whole. I use techniques that are holistic, person-centered and eclectic, drawing from a range of contemporary therapeutic modalities and psychologies. I provide the opportunity for growth and self-discovery in the context of a safe, supportive and compassionate relationship.

Coaching Process

People seek the help of a coach because they want a change to happen. They may want to improve a relationship, solve a particular problem, develop new habits or skills, reduce emotional suffering, make a life in their life's path, or simply find a healthier balance in their lives.

Our first job is always to clarify the nature of the change you are seeking. We accomplish this task via a thorough initial assessment of your needs. In our initial interview, we will evaluate your goals, select the most appropriate strategies for our work together, and design a future course of action. During our first meeting we will also discuss the information provided here and agree upon the scope of our working relationship. We will identify priorities for action and establish specific desired outcomes.

Subsequent sessions may be conducted in person or by distance, with each session lasting approximately one hour. Between scheduled sessions, you may be asked to complete specific actions that support the achievement of your personally prioritized goals.

Additional resources in the form of relevant reading, creating checklists and action plans, and deepening your process through the writing process to support your thinking and actions may be provided. The duration of the relationship varies depending on the individual's personal needs and preferences.

Definition of Coaching Services

The International Coaching Federation defines coaching as partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential.

Professional coaching is a distinct service, which focuses on an individual's life as it relates to goal setting, outcome creation and personal change management. No training, licensing, or certifications are required to practice coaching, however professional experience in the field comes highly recommended.

While I bring the professional experience of having been a psychotherapist for almost two decades, coaching is not therapy. Clinical therapy deals with healing pain, dysfunction and conflict within an individual or a relationship between two or more individuals. The State of Colorado requires mental health care providers to be fully licensed. Unfortunately, the boundary between counseling and coaching is not defined by a set of absolute rules and terms. Counseling and coaching often overlap, especially with some contemporary therapy modalities. In general, therapists are trained to diagnose emotional problems and work with clients to heal emotional wounds. Coaching does not deal with clinical issues, such as depression or high levels of anxiety.

Nature of Services

At any time you may initiate with me a discussion of possible positive or negative effects of entering, not entering, continuing, or discontinuing coaching. Although I expect you to benefit from our work together, I cannot guarantee any specific results. Coaching is a personal exploration and may lead to major changes in your life perspectives and decisions.

These changes may affect significant relationships, your job, and/or your understanding of yourself. You may feel distressed, usually only temporarily, by some of the things you learn about yourself or some of the changes you make. Although the exact nature of changes resulting cannot be predicted, I intend to work with you to achieve the best possible results for you.

Contact Information

If you need to reach me between sessions, you may contact me at 720-284-2152 and leave a message. I will try to return your call as soon as possible; however, an immediate response is not always possible. If you experience a mental health emergency, obtain crisis services by calling 911 and/or by going to a nearby hospital emergency room.

Client Rights and Important Information:

- a) You are entitled to receive information from me about my methods of coaching the techniques I use, the duration of your coaching process (if I can determine it), and my fee structure. Please ask if you need further clarification of this information.
- b) You can seek a second opinion from another professional or terminate coaching at any time.
- c) In a professional relationship, sexual intimacy between a coach and a client is never appropriate and should be reported to the board that licenses, registers, or certifies the licensee, registrant or certificate holder.
- d) Generally speaking, the information provided by and to the client during coaching sessions is legally confidential and cannot be released without the client's consent. There are exceptions to this confidentiality, some of which are listed in section 12-43-218 and the Notice of Privacy Rights you were provided, as well as other exceptions in Colorado and

Federal law. If a legal exception arises during therapy, if feasible, you will be informed accordingly.

I may consult with other professionals from time to time about coaching issues. In such cases, client confidentiality is still protected during consultation by me and the professional consulted.

Confidentiality

There are exceptions to the general rule of legal confidentiality. These exceptions include:

- 1) If you tell me or imply that you intend to harm another person, I am required to warn him/her and law enforcement.**
- 2) If you should become gravely disabled or determined to be imminently dangerous to yourself or others, I am required to initiate a mental health evaluation.**
- 3) If there is reason to believe that child abuse or neglect has occurred, I am required to report it to Social Services for their investigation.**
- 4) I am required to report any suspected threat to national security to federal officials.**

6) Confidentiality of E-mail, Cell Phone, Texts and Fax Communication: It is very important to be aware that e-mail and cell phone communication can be relatively easily accessed by unauthorized people and hence, the privacy and confidentiality of such communication can be compromised. E-mails and texts, in particular, are vulnerable to such unauthorized access due to the fact that servers have unlimited and direct access to all e-mails that go through them. Faxes can easily be sent erroneously to the wrong address. Please notify me at the beginning of treatment if you decide to avoid or limit in any way the use of any or all of the above-mentioned communication devices. Please do not use e-mail or faxes for emergencies.

Fees, Schedules, and Cancellation Policy

Coaching services are typically billed by the hour. Hourly services are negotiated on an individual basis. Additional travel charges may apply for in-person sessions depending on location. Billing is directly to the individual or corporation and due at time of service. Appointment schedules are agreed to and set in advance. When you schedule an appointment, this time is reserved to support you in accomplishing your goals. If you fail to cancel a scheduled appointment or cancel at the last minute, this time cannot be used for another client and you will be billed for the entire cost of your missed appointment unless due to illness or an emergency. If you need to cancel, please call 720-284-2152 at least 24 hours prior to your appointment.

Client Rights and Responsibilities

Some clients achieve their goals in only a few sessions; others may require months or even years. It has been my experience that long-lasting behavior modification requires sustained coaching support for a period of at least three to six months.

As a client, you are in complete control of the timing of our sessions and may end our relationship at any time, though I do ask that you participate in a termination session. You also have the right to refuse or discuss modification of any of my coaching techniques or suggestions that you believe are not helpful.

Our work can only be effective with commitment and continuity. Please be prepared and on time or your scheduled sessions. If you are late, please note the session will still end on time, and you will still be responsible for full payment.

Final Thoughts

Coaching is an investment in you. It is a gift you give yourself in pursuit of personal growth, self-discovery, and self-improvement. It is an opportunity to become the best you can be and to lead a more satisfying and meaningful life. I am always humbled to participate with a client as a guide on their personal journey. I applaud you for having the courage to take the first steps toward realizing your dreams.

Coaching Policies and Agreement

GROUND RULES: As a client ...

1. I understand and agree that I am fully responsible for my physical, mental and emotional well-being during my coaching calls, including my choices and decisions. I am aware that I can choose to discontinue coaching at any time.
2. I understand that “coaching” is a Professional-Client relationship that is designed to facilitate the creation, development of personal, professional or business goals and to develop and carry out a strategy/plan for achieving those goals.
3. I understand that coaching is a comprehensive process that may involve all areas of my life, including work, finances, health, relationships, education and recreation. I acknowledge that deciding how to handle these issues, incorporate coaching into those areas, and implement my choices is exclusively my responsibility.
4. I understand that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association. I understand that coaching is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment, and I will not use it in place of any form of diagnosis, treatment or therapy.
5. I promise that if I am currently in therapy or otherwise under the care of a mental health professional, that I have consulted with the mental health care provider regarding the advisability of working with a coach and that this person is aware of my decision to proceed with the coaching relationship.

6. I understand that information will be held as confidential unless I state otherwise, in writing, except as required by law.

7. I understand that consultation with other professionals is standard practice for training or consultation purposes and that in such cases, client confidentiality is maintained.

8. I understand that coaching is not to be used as a substitute for professional advice by legal, medical, financial, business, spiritual or other qualified professionals. I will seek independent professional guidance for legal, medical, financial, business, spiritual or other matters. I understand that all decisions in these areas are exclusively mine, and I acknowledge that my decisions and my actions regarding them are my sole responsibility.

9. I understand that communication by any electronic means--phone, Skype, or email— carries certain risks of confidentiality, and that I will ensure that privacy and safety be an essential consideration for any location where I may engage in coaching sessions.

10. I understand the fee structure, and that payment is due immediately upon receipt of an invoice prior to a session.

I have read and agree to the above.

Client Signature _____

Date _____