

ASE Integrative Coaching Program (ICP) Information and Agreement Form for ICP Facilitators

The ICP is a bespoke 6-week transformative process designed to help people fulfil their needs, values and desired outcomes in 5 contexts – *physical, mental, emotional, interpersonal and spiritual*. It gives you a clear-cut structure in which to facilitate ASE sessions and measure the client's progress.

1. How the ICP works

The following steps outline the procedure that ICP Facilitators are to follow. For information about the ICP concept and methodology, visit the [ICP page](#).

Step 1: Client completes the [ICP payment here](#).

Step 2: Client selects the Licensed ICP Facilitator from the [ICP Directory](#) whom they would like to work with and notifies us by email (info@authentic-self-empowerment.com) about their choice. We will reply to the client and provide them with an [ICP Info & Agreement Form](#). If you are selected, we will notify you promptly by email. You are required to reply to this email within 48 hours, confirming your availability over the following six weeks. After your confirmation email and once the client has provided us with their signed ICP Info & Agreement Form, we will send another email to both you and your client, confirming that you will be working together.

Step 3: Following the confirmation email in which both you and your client are copied, revert within 48 hours to the client with a welcome message - acknowledging their request to have you facilitate the ICP for them. Your email should also include a link to the [Needs and Values Elicitation Form](#) (NVEF), asking the client to complete the form and submit it to you at their earliest convenience.

Step 4: Client completes the NVEF and provides this to their ICP Facilitator by email. Acknowledge receipt of the NVEF and schedule the client's six weekly sessions for mutually convenient dates and times.

Step 5: Facilitate the six sessions over six weeks, one session per context - according to the information gathered from the client's NVEF. Provide the client with relevant practices for integration between each session. A customised ASE Practice should be established with the client during the sixth (final) session and the client should be encouraged to commit to their practice for at least an agreed period of time.

Step 6: At the end of the sixth session, inform your client that they should complete the Needs & Values Fulfilment Scale for the second time (included in the NVEF) about 30 days after the sixth session and to notify you of their scores from before the ICP and 30 days after completing the ICP.

Step 7: Provide your client with the [ICP follow-up form](#) after the sixth session and ask them to submit this within three days after the sixth session date. Notify us after the sixth session has been done.

Step 8: Contact your client about 30 days after the sixth session (if they haven't yet contacted you) and check in with them about their progress. If the client hasn't yet sent you their before and after Needs & Values Fulfilment Scale scores, then remind them to do so. Offer the client encouragement to continue with their practice and advise about adjusting their practice, if

necessary.

Step 9: If you haven't yet done so in step 8, respond accordingly to the client's notification about their scores – celebrating their success and/or offering them some suggestions about how to continue improving their score in any particular context – considering their dominant need/value and desired outcome in that context. Continued coaching sessions may be recommended (but not pushed) in which case the client can book with you directly.

2. What clients pay

The ICP fee that clients pay is currently Euro 700 (June 2019). This amount is being considered a launch promotion fee. The amount that we foresee raising the ICP fee to in due course will be Euro 850.

3. What ICP Facilitators are paid

For the ICP development, management, marketing, administration and quality control that ASE oversees, we will retain Euro 100 of each ICP booking. Within a week following the sixth session we will pay the ICP Facilitator Euro 600 (at the current ICP fee), with a view to raising this to Euro 750 eventually.

Payments may be withheld if the client reports any breach in the facilitator responsibilities (listed in point 6) and as a result requests a refund. Such unlikely cases will be handled fairly and professionally by us. Should the client have been referred to us via an affiliate link, the affiliate will be paid 10% and this amount will be subtracted from the ICP Facilitator payment.

The fees paid to ICP Facilitators are transferred to their PayPal account. Should PayPal not be available in your country, then an alternative means to transfer money can be arranged.

4. Affiliate Program

The ASE Affiliate Program pays affiliates 10% of the ICP fee when bookings stem from their affiliate links. As an affiliate you will be able to access the ICP affiliate links which can be pasted into your own website, social media, emails, etc. If someone clicks on your affiliate link and purchases an ICP, then our affiliate program automatically transfers 10% of the ICP fee into your PayPal account.

All ICP Facilitators and anyone who would like to promote ICP are welcome to [become an affiliate](#).

5. Bookings

ICP (including ASE) Facilitators and affiliates are welcome to promote the ICP on their own websites, social media, and in client communications, however all ICP bookings are to be made via the ICP payment page, or via an invoice coming from info@authentic-self-empowerment.com

If a prospective client contacts you before making their booking, and if they would like you to facilitate the ICP for them, send them to the ICP payment page and notify us that the payment is from your client. You will be paid according to the procedure described in point 3.

It would be unethical to provide ICP or a coaching service that resembles ICP without it being booked and quality assured by us. Therefore, if there is any reason to believe that an ASE or ICP Facilitator has bypassed or copied the ICP system, then we maintain the right to investigate such cases, which may result in the Facilitator's ASE and ICP Licence being terminated.

6. Facilitator responsibilities

- Maintain high regard for client confidentiality and the privacy of their personal information.
- Avoid any unethical behaviours and abide to the IACTM Code of Ethics.
- Adhere as much as possible to the IACTM Core Competencies.
- Be ready to begin each session on the agreed dates and times and at the agreed place (location, or phone, Skype, etc.) for each session.
- Respond punctually, politely and professionally to the client's correspondence.
- Work in a client centred manner (according to their needs/values and desired outcomes) at all times during the coaching process.
- Ensure that the client leaves each session in a resourceful and grounded state.
- Remain committed to helping the client achieve their desired results in each of the five contexts and from the ICP as a whole.

7. New content layout for ICP Directory listings

All profiles featured in the ICP Directory should be laid out as follows:

- Full name
- Qualifications and/or certifications related to coaching and facilitating.
- Professional coach membership and/or coach accreditation bodies that you are currently registered with.
- The date when you started to coach clients.
- About 50 words outlining your coaching specialization or area of expertise, including how this ties in with your approach to facilitating ICP.
- About 50 words describing your background and philosophical view in relation to coaching – what lead you to want to be an ICP Facilitator.
- A small profile photo (if we don't yet have one of you on the ASE website).
- How do sessions take place (e.g. Phone, WhatsApp, Skype, or other mediums)?
- Email
- Phone number (optional)
- Website

Please provide us with your profile content as soon as possible. Make it attractive for clients to want to work with you, but also make sure to be accurate and avoid exaggerating. Note that this will be the same content that will appear in your ASE Facilitator directory listing in addition to your ICP directory listing.

We are committed to establishing ICP as a popular and reputable coaching program, and we look forward to providing the ICP Facilitators with a steady stream of clients.

I, the Licensed ICP Facilitator named below, understand how the ICP works and I agree to follow the guidelines and regulations provided in the three pages of this document.

ICP Facilitator name:

Date:

Signature: