

Client Welcome — Executive & Leadership Coaching

Noise 2 Signal Coaching



What to Expect

Coaching is a forward-looking, confidential partnership focused on your goals, behavior change, and leadership effectiveness. We'll clarify outcomes, run practical experiments between sessions, and measure what moves the needle at work.

What Coaching Is and isn't

Coaching: collaborative conversations that clarify goals, surface options, and support decisive action.

Not therapy: no diagnosis or treatment of mental-health conditions.

Not consulting: I won't run your projects. If you request advice, I'll label it explicitly and return to coaching mode once you have options.

Confidentiality (ICF-Aligned)

Your sessions are private. I adhere to the International Coaching Federation (ICF) Code of Ethics. I don't share

your coaching content without your permission. Legal exceptions are narrow: imminent risk of harm to you/others, suspected abuse or neglect where reporting is required, or a valid court order/subpoena. Normal business records (e.g., payment receipts) exist, but they don't include your session content.

Corporate engagements: by default, I do not share session details with sponsors or HR. If updates are desired, we'll agree on high-level progress signals in advance and you approve what's shared.

ICF Code of Ethics, a Plain-English Summary

Professional Conduct: act with integrity, respect, and fairness; maintain appropriate boundaries.

Confidentiality & Privacy: protect client information; disclose only with consent or when legally required.

Competence: practice within one's capabilities; pursue ongoing learning and supervision/mentoring as needed.

Conflict of Interest: avoid or disclose conflicts; be transparent about roles, fees, and any referral benefits.

Integrity in Agreements: clear, accurate contracts; honor promises; represent qualifications truthfully.

Equal Respect: no discrimination or harassment; support client autonomy and dignity.

Legal Compliance: follow applicable laws and regulations in all jurisdictions.

Professional Reputation: uphold the profession's reputation; report serious ethics violations through proper channels.

Note: This summary is for awareness only. The full ICF Code of Ethics governs and can be provided on request.

How We Work Together

Cadence & Length: sessions every two weeks, 50 minutes each.

Modality: Zoom by default; Google Meet or Microsoft Teams optional; in-person by mutual agreement.

Between-Session Contact: you can email or text for brief check-ins; I typically respond within 2 business days.

Pause Option: one pause up to 6 weeks per 6-month term with 7 days' notice.

Scheduling, Changes, and Blackouts

Scheduling: book via acuity : scheduling at noise2signal.com or coordinate by email.

Rescheduling: please provide at least 48 hours' notice.

No-Shows/Late Cancels: forfeit the session.

Lateness: 10-minute grace period; sessions still end on time.

Rollover: unused sessions can be used anytime within the contract

Coach Reschedules & Holidays: if I must move a session, you may priority rebooking within 14 days or a term extension; major holidays/vacations (with reasonable notice) won't count against you.

Fees & Payment (Individual Engagements)

3-month package: \$500 total (50% at start; 50% at midpoint).

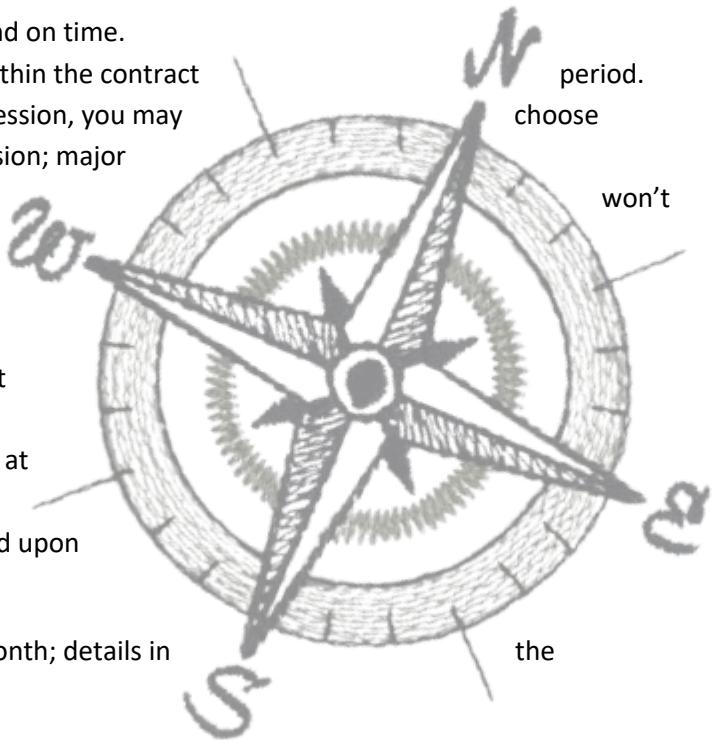
6-month package: \$1,000 total (50% at start; 50% at midpoint).

Payment Methods: Stripe or PayPal (links provided upon signing).

For corporate sponsors: invoiced Net 30; late fee 1.5%/month; details in SOW/MSA.

Data & Recordings

Recording: not recorded unless we both provide written consent.



Notes & Retention: I keep minimal coaching notes up to 3 years, or I'll delete earlier upon request (unless law requires longer).

Security Realism: email/text are fine for logistics; for very sensitive topics we'll choose a safer channel.

How to Prepare for Session 1

Bring 2–3 concrete outcomes you want in the next 3–6 months.

Note any constraints (stakeholders, timelines, travel).

Think of one experiment you're willing to run in the next 1–2 weeks.

Measuring Progress

Behavioral signals (e.g., fewer escalations, clearer decisions, better delegation).

Stakeholder feedback (brief check-ins or sponsor alignment if agreed).

Personal indicators (energy, focus, confidence, workload).

Contact & Notices

Email: Kevin.Mike.Mitchell@gmail.com

Mailing Address: 1708 Paxton Drive, Carrollton, TX 75007

Scheduling: via Calendly link (provided) or by email.

This handout is for convenience only. The signed Coaching Agreement (and, if applicable, MSA/SOW) controls in case of conflict.