

## USER AGREEMENT - ONLINE PROGRAMS

*This is a reference copy of the document you signed electronically during the registration process. Please retain for your records.*

As a participant in a Minds at Work online program I understand and agree that:

- **Minds at Work, LLC** remains the owner of all program materials, print and/or electronic, unless indicated otherwise.
- **Minds at Work**-owned materials have been licensed to me without limit of time for my *exclusive* use at no further cost, and that I am free to use it in my own direct work with clients, without commission, royalty, fee, or other compensation due to **Minds at Work**.
- I will not record, share, capture or store any portion of this online program, including but not limited to: audio and/or video recording, streaming, screen-sharing or capturing screen shots.
- I will not make the training materials available to anyone else, in whole or in part, whether by loaning a copy, reproducing it or sharing a copy in any fashion.
- I am free to make copies of the client-facing materials received in this workshop for my exclusive use in delivery by me of these exercises to clients, with appropriate acknowledgement to Minds at Work.
- I will not make any **Minds at Work** materials, including client-facing materials, available in any online offering or course, whether paid or free, without a prior, written agreement with Minds at Work.
- I also understand and agree that whenever I do use these materials with clients and/or for marketing purposes, that I will include the acknowledgement “©Minds at Work” in a visible location such as at the bottom corner of a slide or handout.
- I will not and may not train other coaches in the ITC approach without obtaining license to do so from **Minds at Work**.

I further understand that any violation of this agreement will lead to the revocation of this license and may subject me to penalties; that **Minds at Work** retains the right to revoke this license at any time for any purpose; and that I will return materials to **Minds at Work** upon its request.

In addition, I understand that I use these materials as a completely independent agent; that my use of these materials does not constitute any employment relationship with **Minds at Work**, and that **Minds at Work** shall be held harmless and without liability or responsibility for any claim, charge, or judgment brought against me in connection with my use of these materials.

I also understand that, in public representation of my association with “Minds at Work,” “Robert Kegan” and/or “Lisa Lahey,” or “the Immunity to Change™ approach,” I am free to say that I “attended a training” by, with, or about the above; I am not free to say or publish anything including on social media (e.g., LinkedIn, Facebook, etc.) that would suggest I am a “certified” coach or facilitator because I understand that this credential is conferred upon the successful completion of the 12-month ITC Coach Certification Program.

I understand I am not permitted to use, attach, or display the MAW, ITC, or Harvard insignia on my electronic or print materials.

Finally, I understand that I am not free to say or publish anything that would suggest that, by attending this workshop, I have been trained “by Harvard” or “by Harvard University” (which has no connection to, or responsibility for, **Minds at Work**, LLC). I am free to indicate that Drs. Kegan, Lahey and Helsing are Harvard University faculty.

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