**1. Definitions**

**Your Name**: \_\_ *Your Client’s Name*\_\_\_\_\_\_ (“You”) **Coach Name**: \_\_*Your Name*\_\_\_\_\_\_\_\_\_ (the “Coach”)

**Your Address**: \_\_*Your Client’s Address* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fees**: $ \_\_*750*\_\_ per \_\_month\_\_ based on a \_\_*6*\_\_ month coaching commitment.

**Session(s)**: \_\_*3\_\_* per \_\_month*\_\_* for the duration of \_\_*6*\_*\_* months.

**Schedule**: The Session date and time will be decided upon monthly and booked in advance during the first Session.

**This Agreement is between**: \_\_­­­\_\_You\_\_\_\_and \_\_*Your Business Name*\_\_ (the "Company")

**2. Brief and Fee Structure**

The Agreement is that the initial term is \_\_*6\_\_* months; then, we'll move onto a 'rolling month' basis if You want to continue.

* + 1. \_\_*3*\_\_ Sessions per month of \_\_\_*1 hour*\_\_\_ length each (total \_\_*18\_\_* sessions).
    2. Except otherwise decided, the Sessions will be done over the phone.
    3. Sessions will occur (if possible) on the same day/time each week, usually within the first three weeks of each month.
    4. Payment will be monthly in advance *by personal cheque/s or Paypal* only, except if otherwise is agreed.

|  |  |
| --- | --- |
| **Session Format** | **Monthly Payment** |
| \_\_*3*\_\_ x \_\_*1 hour*\_\_ sessions a month | *$450* |

I have read both pages, and by signing below, I acknowledge that I understand this Agreement and comply with the terms:

**You**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Client signs here\_*\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Your Business Name*: \_\_\_\_\_\_\_\_ *Coach signs here* \_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Authorized Signatory)

|  |  |
| --- | --- |
| **3. The Company's Commitment:** | * 1. The Company will provide the coaching Sessions through the Coach.   2. The Company will provide coaching that is a professional-client relationship designed to facilitate the creation and development of personal, professional, or business goals and develop and carry out a strategy/plan for moving towards those goals.   3. E-mails are welcome between sessions if you want to share a success, have urgent questions, or have an issue. |
|  |  |
| **4. Your Commitment:** | * 1. You agree to pay the Company the Fees as set out in this Agreement and as per the invoice.   2. You agree to call or meet the Coach at the specified times.   3. You agree to be honest and open, believe in yourself, and adopt a more enthusiastic and positive outlook on life from this moment onwards. You are genuinely committed to change and agree to take responsibility for your life, choices, and actions. |
|  |  |
| **5. Coaching:** | 5.1 You enter into this Agreement with the complete understanding that You are solely responsible for creating your results. You understand that achieving your goals (in whole or part) cannot be guaranteed, and no warranties are given.   * 1. You know that coaching is **not** counseling, psychotherapy, psychoanalysis, or any other form of mental health care treatment or therapy. It is not to be used as a substitute for professional advice by legal, medical, financial, business, or other qualified professionals.   2. If appropriate, You will seek independent professional guidance in the areas indicated in 5.2. However, you understand that all decisions and actions in these areas are Your sole responsibility. |
|  |  |
| **6. Your Agenda:** | * 1. The Session agenda belongs to You. If the Session is not heading in the direction, you would like, if the Coach ever says anything you don't feel comfortable with. On the other hand, if you are concerned with how the Sessions are proceeding, You will let the Coach know immediately. |
|  |  |
| **7. Ethics and Confidentiality:** | * 1. The Company *is a member of Coachville, the ICF, and the International Association of Coaches* and follows the coaching ethics supplied in the welcome pack. If you have not already received a copy of the coaching ethics and would like one, please request this from the Coach.   2. Any notes the Coach makes during the Session or about You are kept confidential.   3. The Coach will not use or disclose the information. However, you share with them during Your Sessions, except as authorized by You or as required by law. |
|  | * 1. You understand that the Company may anonymously share generalized information for training or consultation purposes with other Coaching professionals on occasion. Your identity and any information that could lead to Your identification will remain entirely confidential. |
|  |  |
| **8. Admin:** | * 1. The Session may be refused if payment has not been made as this Agreement requires. |
|  | * 1. Where either You or the Coach must reschedule a Session, this will be done by phone at least 48 hours before the scheduled Session. |
|  | * 1. You will be charged for missed Sessions that are not rescheduled per this Agreement, except in exceptional circumstances (at the Coach's discretion). |
|  | * 1. If You are late for a Session, the Session will complete at the scheduled time. |
|  |  |
| **9. Termination:** | * 1. You or the Company may cancel this Agreement in writing (by email or letter), giving at least seven clear days' notice. Suppose you owe money to the Company at the time of cancellation. In that case, full payment will become due at the time of cancellation. |
|  | * 1. In the unlikely event that this Agreement is canceled before all the Sessions, You have paid for have been provided, the Company will refund you for any Sessions you have paid for but which the Company has not provided at the rate of *$\_\_150\_\_ per Session*. |
|  | * 1. Upon termination of this Agreement, the Company shall immediately cease to be liable to You regarding the coaching Sessions. |
|  |  |
| **10. General:** | * 1. In the event of You choosing to feel mental, physical, or emotional distress (or related ailment or condition) which You believe to be related either directly or indirectly to the coaching Sessions, You will not hold the Company liable for any loss or cost incurred by you (or any person associated to you). You will indemnify the Company in the event of any such claim.   2. Except as expressly set out in this Agreement, the Company will have no liability to You. This Agreement reflects the entire Agreement and understanding between You and the Company regarding the matters in this Agreement. |

**Extra Notes - For the coaching to be as effective as possible, consider the following:**

* Your willingness to change and commitment to change will be tremendous.
* You will attempt to be at your top mental, physical, and emotional condition for each Session.
* You're eager to get to work and receive feedback. You are open to exploring new learning styles, being transparent and forthright, sticking to your promises, and you'll tell your coach when something isn't functioning for you.
* You are open to exploring, challenging, and changing self-defeating attitudes, emotions, and behaviors.
* You trust that your coach will focus on you and your overall best interests, not simply your objectives.
* You are keen to lend the coach the benefit of the doubt and attempt fresh insights or new methods of doing/approaching things completely.
* You understand the worth and value of yourself and the effort you are putting into your own growth.
* You recognize the need to plan the end of a relationship ahead of time to ensure a degree of closure and wrap-up.