

Ellie Izzo, PhD Leadership Coach
Ellielzzo.com
Emotional Intelligence for Success and Fulfillment

Welcome to Leadership Coaching and Ellielzzo.com. This coaching agreement (hereafter referred to as "The Agreement") constitutes a contract between Ellie Izzo, PhD (hereafter referred to as "The Coach") and _____ (hereafter referred to as "The Client"). As The Client, you need to read it carefully and ask any questions and concerns that you may have before you sign it.

Services: The services provided by Ellie Izzo, PhD include TeleCoaching and or Coaching on topics decided jointly with you, The Client. The purpose of tele-coaching is to develop and implement strategies to help you reach personally identified goals of enhanced performance and personal satisfaction. Coaching may address specific personal projects, life challenges, job performance and satisfaction or general conditions in The Client's life, business, or specific relationships. Coaching utilizes personal strategic planning, values clarification, brainstorming, option development and other consulting techniques.

Payment Procedure: The Agreement between The Coach, Ellie Izzo and The Client, above-named, will begin on _____ at _____. The fee per hour is _____ (\$_____). The Client agrees to meet for _____ minutes, at a frequency of _____ sessions per month. The monthly fee is _____ Dollars (\$_____); payable in advance each month. The Coach is paid in advance of each monthly series of tele-coaching meetings. The first meeting will begin after this agreement is signed and emailed to The Coach, with the signed original mailed and delivered to the office of The Coach and when the first payment is received by Visa/Master Card, check, Venmo or Zelle. Services must be paid for in advance or they cannot be provided. Services requested by The Client, in addition to regularly scheduled coaching tele-meetings will be billed at the prorated hourly rate agreed upon in The Agreement, as specified above and will be paid within thirty (30) days of service. Any changes to this procedure must be mutually agreed upon in writing and signed by both The Client and The Coach.

Feedback: If, at any time, you, The Client, feel that your needs are not being met or you are not getting what you want out of the coaching, please tell me, so we can discuss your needs and adjust your coaching program, as needed.

Meeting Length: Coaching is scheduled at the mutual convenience of The Coach and The Client via the website Ellielzzo.com. The day and time for each tele-meeting will be scheduled and entered on line at Ellielzzo.com by The Client.

Cancellations: for individual Coaching Clients, you must give 24 hours prior notice if you need to cancel or change the time of an appointment, otherwise you will be charged for the meeting in full. The Coach will make reasonable efforts to reschedule tele-meetings which are cancelled in a timely manner.

Termination: Either party may terminate the coaching relationship for any reason by providing the other party with a one-week written notice, which may be transmitted by email.

Confidentiality: As an Emotional Wellness Professional, I will aspire to maintain the confidentiality of the communications with my coaching clients. I, The Coach, will only release information about our work

with your written permission or if I am required to do so by a court order. There are some situations in which I am legally obligated by Federal and State laws to breach your confidentiality in order to protect others from harm, including the following: 1) If I have information that indicates that a child, elderly or disabled person is being abused, I must report that to the appropriate state agency and 2) If a client is an imminent risk to him/herself or makes threats of imminent violence against another person, I am required to take protective actions. These situations rarely occur in coaching, but if such a situation does occur, I will make every effort to discuss it with you before taking any action.

The Client should be aware that it is impossible to completely protect the confidentiality of Client information which is transmitted electronically, i.e. email and other information stored on computers connected to the internet, by mobile telephones and similar telecommunication and computer equipment. Therefore, it is agreed between The Client and The Coach that unless The Client utilizes encryption, Virtual Private Network, and other forms of security protection, The Client waives any action legal or otherwise against The Coach and holds The Coach harmless for any interception of Client information resulting from the use of the above mentioned equipment.

While I am a retired licensed Professional Counselor in the State of Arizona, with training and experience in diagnosing and treating psychological problems; The Coach will not conduct psychotherapy under any circumstances with The Coaching Client. Coaching and psychotherapy are different modalities and it is important that The Client understand the differences between them. Although both coaching and psychotherapy utilize knowledge of human behavior, motivation, behavioral change and interactive techniques, there are major differences in the goals focus and level of professional responsibility.

I, The Coach, adopt ***The International Coach Federation's*** definitions of coaching quoted in part; which is as follows:

Professional Coaching is an ongoing professional relationship that helps people produce extraordinary results in their lives, careers, businesses or organizations. Through the process of coaching, clients deepen their learning, improve their performance and enhance their. Quality of life.

In each meeting, the client chooses the focus of conversation, while the coach listens and contributes observations and questions. This interaction creates clarity and moves the client into action. Coaching accelerates the client's progress by providing greater focus and awareness of choice. Coaching concentrates on where clients are now and what they are willing to do to get where they want to be in the future. Coaches recognizes that results are a matter of the client's intentions, choices and actions, supported by the coaches efforts and application of the coaching process.

You can expect that I, your Coach, will be honest,, direct, asking straightforward questions and using challenging techniques to help you move forward. You are expected to evaluate your own progress; and, if the coaching is not working as you wish, you need to immediately inform me, your Coach, so that we can both take steps to correct the problem. As with any human endeavors coaching can involve feelings of discomfort and frustration which may accompany the process of change. Coaching does not offer any guarantee of success.

Psychotherapy, on the other hand, is a health care service. It's primary focus is to identify, diagnose and treat nervous and mental disorders. The goals include alleviating symptoms, understanding the underlying personality dynamics which create symptoms, changing the dysfunctional behaviors which are the result of these disorders and helping patients to cope with their psychological problems. While psychotherapy may be reimbursable through health insurances policies, Coaching services, are not.

It is understood and agreed to by The Client and The Coach that if either of us recognizes that you, The Client have a problem that would benefit from psychotherapy, I, The Coach, may refer or direct you to appropriate resources in addition to or in lieu of Coaching. In some situations, as a condition of my continuance as your Coach, I may insist that you enter psychotherapy and that I have your consent to discuss matters which concern you with your psychotherapist. It is further understood that as The Coach, I am not obligated to, nor will I ever, provide you, The Client, with psychotherapy services.

Mutual Nondisclosure: The Coach and The Client mutually recognize that they may discuss The Client's future plans, business affairs, customer lists, financial information, job information, goals, personal information and other private information. The Coach will not voluntarily communicate The Client's Information to a third party. In order to protect the Coach's intellectual properties, The Client expressly agrees not to disclose or communicate any proprietary information about the Coach's practice, materials, or methods to any third parties.. The Coach and The Client agree to be bound by this mutual nondisclosure agreement during and after the termination of the Coaching relationship.

Dispute Resolution: It is agreed between The Client, his or her assigns,, family and estate and The Coach that any controversy or claim arising out of or relating to The Agreement, or the breach of agreement shall be settled by arbitration by an accredited individual or organization with an arbitrator whom we mutually agree upon. And the arbitration may occur by telephone.

Your signature below, as The Client, acknowledges that you have read the information contained in The Agreement and Informed Consent; and indicates your assent to the terms of The Agreement; and signifies your assurances that you will abide by its terms during our professional Coaching relationship. The parties to The Agreement will hold duplicative originals. Of this document which have been signed and dated by both parties.

The Client _____ Date _____

The Coach _____ Date _____