

Hi!

Welcome to coaching!! I am happy to have you as a client. It is important to begin our relationship with a clear understanding about our work together, so that we can focus on achieving the outcomes you desire. Please read the agreement carefully before signing.

Definition of Coaching: Coaching is a professional partnership in which we work together to clarify areas that you would like to improve and in which you would like to work toward achieving your desired outcomes.

Coaching is distinct from consulting in that I will help you come up with your own answers rather than advising. It is different from therapy in that we will address any obstacles that keep you from achieving your goals, but we will not engage in therapy or any psychological area that requires training and licensing.

The Coaching Engagement: Our coaching engagement can be customized to meet your individual needs.

The program we will engage in is _ , which is comprised of xx () xx-minute sessions. Meetings will be conducted via Zoom.

We have agreed to meet on Thursdays at 6:00pm EST, with the first session scheduled for Thursday, September xx, 2021. Our last session will be on Thursday, November xx, 2021.

Fees and Payments: The fee for coaching is \$. Unless otherwise discussed, payments are expected prior to the first session on 9/xx/2021. Payments may be made via Square, Venmo or Zelle.

Keeping Appointments: Coaching is a commitment. I encourage you to keep your regularly scheduled appointments, as the results of our work together are cumulative. The best results usually happen because of your consistency and follow-through. Even if you feel unprepared, there is value to be gained from exploring what is going on. If you are late for an appointment, the agreed-upon schedule will still apply, and the session will end at the scheduled time.

We can adjust the program schedule by mutual agreement if needed.

Missed Appointment: I understand that emergencies can happen to anyone; therefore, if an emergency keeps you from attending a session, please contact me whenever possible to let me know of the circumstances. Such events as a family emergency, serious accidents or illness are considered “emergencies.” In all other circumstances, if you miss a session without notice or cancel less than 24 hours in advance, that session will be forfeited.

The Coach’s Responsibility: I am committed to supporting you in achieving your desired outcomes and having each session be meaningful and productive.

I agree to conduct myself professionally and maintain the ethics and standards set by the International Coaching Federation, <https://coachfederation.org/code-of-ethics>. I will not offer advice in any area in which I am not qualified and will, upon request, assist you in finding a trained or licensed professional for any matter that is outside my scope of expertise.

Confidentiality: Your identity as a coaching client and all communications between us will be held as strictly confidential, to the extent permitted by law, unless you give me express permission to disclose specific information. While the coach-client relationship is not privileged and I may be required to disclose confidential information in a legal proceeding, it is highly unlikely that this will occur. If there is evidence that you are a potential danger to yourself or another, or that you disclose illegal activity, I am ethically bound to report it to the appropriate authority. In such case, I will discuss it with you before taking such action.

Testimonials & Referrals: If you are satisfied with our work together, I encourage and would truly appreciate if you provide a testimonial to be posted on dstewartcoaching.com and my social media accounts.

If you benefited from our work together, please share. The greatest compliment is word of mouth referrals.

Release of Information: As a professional coach, I engage in training and continuing education to pursue and/or maintain credentials with the International Coaching Federation. That process requires that I provide the names and contact information of clients for possible verification by the ICF.

By initialing this portion of the agreement, you agree (or refuse) to have only your name, contact information, and start and end dates of coaching shared with ICF staff members and/or other parties involved in this process for the sole purpose of verifying the coaching relationship. No personal notes or other information will be shared.

Client agrees _____ Client refuses _____

The Client's Responsibility: You understand that you are responsible for keeping the agreements stated in this document, as well as any actions you take because of coaching, and for maintaining your own well-being. I ask you to take responsibility for creating value and results for yourself, to ask for what you want in each session, and to give me feedback about what works or doesn't work for you, so that I can be most effective in assisting you.

Open Communication: I agree to communicate openly and honestly and to share my observations gently and compassionately as we work together. I encourage you to be open and honest with me, as we will get the best results from coaching if you share the full picture with me.

Communication Between Sessions: Please feel free to email or text me. My email is d.anne@dstewartcoaching.com. Text messages may be sent to 347-569-6901. If your concern is urgent, please let me know and I will get back to you as soon as I possibly can.

I am happy to support you briefly (10 minutes or less) over the phone when I am free of other commitments. If we do have an extended telephone consultation, this will be billed at the hourly rate of \$, in 15-minute blocks.

Copyright: During the coaching process, I may assign you materials that are copyrighted by Fern Gorin. Please note that these are for your use only and may not be shared in any form, printed or electronic, with any third party.

Termination: Because a good termination process is important to your personal growth, please give me at least a one-session notice. This will give us the opportunity to review your concerns, discuss further steps you can take, and say goodbye in a meaningful and complete way.

Please let me know if you have any questions or concerns at any time during our coaching engagement. I look forward to having you as a client!

Client's Signature _____

Date _____

Coach's Signature _____

Date _____

SAMPLE