



heartchitectural salvage

Hello! Thank you for choosing to work with me. This coaching agreement establishes the standards and boundaries of our work together. I am looking forward to diving in with you!

Below is a description of my policies and the services to be provided. From here on, all mentorship, coaching, or relationship skills training services shall be referred to as “coaching” and Rebecca Anderson shall be referred to as the “coach”.

Relationships are the foundation of our lives, be they with romantic partners, our families, our friends, or our colleagues. Our closest relationships are often those with romantic partners. When these are going well, the world seems like a brighter place, similarly when they are rocky, they can darken the rest of our lives. Such close intimacy can lead us to great insights about ourselves and the world, and it can also lead us to deep triggers and resentments that can cloud our perspectives.

As a coach, my goal is to help you identify your own path towards improving your relationships, and creating the awareness and process you need to be in integrity with your values, goals, and desires. Together we will create a space where you can find what you need to find, and do, at this moment in time to have a more fulfilling relationship, and thereby life.

In addition to the work we will do together to help you identify and move towards your goals, I can provide you with practical relationship tools that can improve your communication skills, expand your capacity to more deeply understand yourself and others, move towards feeling more confident and comfortable while navigating tricky relational terrain, and increase your awareness of your own emotional landscape.

Our sessions will take place virtually on Zoom. We will initially schedule sessions through calendly <https://calendly.com/heartchitecturalsalvage/60min>. Prepayment for agreed upon sessions is made through PayPal which I will send you.

It is important to note that although, as a coach, I will provide a “container” for you to work towards personal and relationship goals, it is actually YOU who determines the overall direction of coaching, its pace, and eventual outcomes based on your level of commitment to the process.

COACHING AGREEMENT

Please sign below indicating that you understand and agree to the following:

I understand that relationship coaching is a professional, client relationship that I have with my coach that is designed to facilitate the creation/development of personal relationship goals and to develop and carry out strategies/plans for achieving those goals.

I understand that relationship coaching is a comprehensive process that may involve all areas of my life, including work, finances, health, education, recreation and other relationships. I acknowledge that I have the sole responsibility to decide how I handle these issues and how I incorporate coaching into these additional areas of my life.

I understand that relationship coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association. I understand that coaching is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care or substance

abuse treatment and I will not use it in place of any form of diagnosis, treatment or therapy. I understand that if I find myself in need of more intensive, therapeutic assistance I will seek that help outside of the coaching relationship.

I understand that my coach receives ongoing training, mentorship and support at The Relationship School®. However this particular coaching is **not directly** affiliated with that training. The Relationship School® is not responsible for what occurs during our coaching time together.

I understand that my sessions are recorded for use by the coach and that, by agreeing to these terms, my coach may bring a portion of our session to mentors and/or peers for feedback and suggestions. This is in service to the coach and client (s) growth.

Client Responsibilities/Results

I agree to be open to exploring new tools, language and exercises.

I agree to make a commitment to take an active part in the process, which includes supplying the topic of discussion for each session, identifying goals and desired outcomes, doing “action step” assignments, and applying the tools outside of the coaching sessions.

I understand and agree that I am fully responsible for my physical, mental and emotional well-being during my coaching sessions. I am aware that I can choose to discontinue coaching at any time.

If I am currently in therapy or otherwise under the care of a mental health professional, I agree to consult with the mental health care provider regarding the advisability of working with a coach. I understand that coaching is not to be used as a substitute for professional advice by legal, medical, financial, business, spiritual or other qualified professionals. I will seek independent professional guidance for legal, medical, financial, business, spiritual or other matters. I understand that all decisions in these areas are exclusively mine and I acknowledge that my decisions and my actions regarding them are my sole responsibility.

I understand that results cannot be guaranteed.

Coaching Sessions & Policies

Coaching sessions are 60 minutes . All sessions are to be paid by the client before scheduling the session. Sessions purchased as a part of a package must be used within the designated time frame.

I agree to show up on time for sessions, and to bring my full presence to the best of my ability. This means making the necessary preparations ahead of time and to avoid distractions during the session time.

If I need to cancel/reschedule a session, I agree to do so a minimum of 24 hours before the scheduled appointment.

Things come up, the coach is willing to try to be flexible around rescheduling. However, more than two last minute cancellations will trigger a 24 hour cancellation policy. If this occurs, I understand that if I do not cancel/reschedule 24 hours in advance, this will still “count” as one of my sessions. I must pay for the session and I will not be able to “make up” the session.

I understand that if I am late for a session (up to 15 minutes), the session will still end at the originally scheduled time.

I understand that if I am more than 15 minutes late for a session, the session will be considered cancelled. The 24 hour cancellation policy will apply.

The agreement includes email support, should I need this I understand that between sessions, I am welcome to email my coach if I have a challenge or can't wait to share a success, and/or if I have a question about logistics. I understand that my coach will respond to my email as soon as she is able (usually within 24-48 hours). I understand that an email of mine may be left unanswered (or merely briefly acknowledged) and I know that my coach will still welcome, read and take my email seriously. I understand that phone support is not included in the coaching agreement.

Confidentiality

I understand that information will be held as confidential unless I state otherwise, in writing, except as required by law.

I understand that In the event that my coach believes there is clear and imminent danger to my life or physical safety, or the life or safety of another, the coach may disclose selected information in order to make appropriate and potentially life-saving interventions.

Hunger & Commitment

I understand that my intrinsic motivation is the best predictor of accomplishing desired outcomes. In other words, the hungrier I am for change, the quicker results will happen. Commitment to the work is crucial. Coming in for one or two sessions is helpful, but really diving in and rolling up my sleeves is best.

Termination of Coaching Services

It is suggested that coach and client maintain the coaching relationship for a period of at least 3 months in order to get the greatest benefit out of working together, to establish a meaningful relationship, and to allow for changes to start to integrate

I understand when I am ready to complete the work, we will schedule a closing session together.

I understand that I may terminate coaching services at any time. I will be upfront with my coach and give her a minimum of **2 weeks notice** so that we can complete things properly. I understand that this is good practice for my other relationships.

I understand that if I purchase a package and I choose to terminate coaching services early, I will not receive a refund for any coaching fees rendered, whether those sessions have taken place or not.

I have read and agree with the above.

Signature:

Date: