Live With Purpose Coaching Terms & Agreement

Description:

The relationship between Coach and Client is Co-Creative, meaning both are equals in the coaching process. The first step in the Co-Creation process is the development of personal, professional or business goals. Next, the strategy is drafted with an action plan. Then, Coach holds Client accountable to stay on track, provide guidance and achieve those goals.

Responsibilities of Coach:

- Coach agrees to maintain the ethics and standards of behavior set forth by the International Coach Federation (ICF). Please see www.coachfederation.org/ethics for complete ethics and standards.
- Coach is trained to utilize heightened communication skills; meaningful questions and deliberate listening skills to support the client as a thinking partner.
- Coach is intuitive and will guide the coaching sessions as the needs are communicated from client. Communication from Client may be written, verbal or non-verbal.
- Coach is not a therapist. Coaching is not a substitute for therapy, if needed.

Responsibilities of Client:

- Client provides the Session Agenda(s) and is fully present during coaching sessions.
- Client takes ownership of his/her own physical, mental and emotional well-being, decisions, choices, actions and results.
- Client will communicate with integrity, be open to Honest Encouragement and create the time and energy to participate fully in the program.
- Client accepts the fact that coaching is not to be used as a substitute for professional advice by legal, mental, medical or other qualified professionals and will seek independent professional guidance for such matters
- Client understands that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association. Client understands that coaching is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment. If Client is currently in therapy or under the care of a mental health professional, client will consult with the mental health care provider regarding the advisability and/or decision of working with a coach.

Confidentiality:

This coaching relationship, as well as all information that the Client shares with the Coach is bound to confidentiality by the ICF Code of Ethics but is not considered a legally confidential relationship. The Coach will not disclose the Client's name as a reference without the Client's consent. Confidential information does not include information that:

(a) Was in the Coach's possession prior to its being furnished by the Client;

(b) Is generally known to the public or in the Client's industry;

(c) That the Coach is required by law to disclose

Release of Information: (optional based upon specific situation)

The Coach engages in training and continuing education pursuing and/or maintaining ICF Credentials. That process requires the names and contact information of Clients for possible verification by the ICF.

By signing this agreement, you agree to have only your name, contact information and start and end dates of coaching shared with the ICF for the sole purpose of verifying the coaching relationship, no personal notes will be shared.

Client Agrees _____ Or, Client Refuses _____

Services/Coaching Packages:

Month to Month Coaching □

Walk It Out (3 month 1 hour) □

The Sprint (3 month 3 hours) □

The Stretch (6 month 3 hours) □

Schedule & Fees:

This coaching agreement is valid as of the date signed. The parties agree to engage in a _____ month Coaching Program. The fee is $_____ paid in advance of sessions and/or $_____per month based upon committed schedule. Payment is due the same day of each month. The sessions/calls will be _____ minutes.

Fees will be paid via Paypal or credit card prior to initial coaching session. Coach will be available to Client by e-mail and voicemail in between scheduled meetings as defined by the Coach. Coach may also be available for additional time, per client's request on a prorate basis rate of $200.00 per hour (for reviewing documents, reading or writing reports, engaging in other client related services outside of coaching hours).

Policies & Procedures:

The time of the coaching sessions and/or location will be determined by Coach and Client based on a mutually agreed upon time and place. The Client will initiate all scheduled calls and will call the Coach at the following number for all scheduled meetings 713-364-3166.

Prior to each session, Client will determine the Session Agenda and email Coach the agenda and any background information needed 24 hours prior to each session. Client will attend all sessions promptly and with an intention to be centered, ready to engage and take meaningful actions. Feedback is necessary for both Coach and Client. It is critical to be open with thoughts, feelings and preferences before during and after coaching sessions.

Cancellation Policy:

It is the Client's responsibility to notify Coach 24 hours in advance of the scheduled calls/meetings to reschedule or cancel. Coach reserves the right to bill Client for a missed meeting. Coach will attempt in good faith to reschedule the missed meeting.

Termination:

Either the Client or the Coach may terminate this agreement at any time with written notice given at least two (2) weeks in advance.

Refund Policy:

After the Coaching program has begun, any unused sessions will not be refunded, but may be rescheduled for up to 12 months after the initial payment. Refunds requested in writing prior to the beginning of the Coaching program will be given in full, less a $50 administrative fee.

All unused sessions expire 12 months after initial payment. Unused Coaching sessions may be transferable provided the new Client is ready and willing to actively participate in the Coaching program.

Limited Liability: Except as expressly provided in this agreement, the Coach makes no guarantees or warranties, expressed or implied. In no event will the Coach be liable to the Client for consequential or special damages. Notwithstanding any damages that the Client may incur, the Coach's entire liability under this agreement, and the Client's exclusive remedy, will be limited to the amount paid by the Client to the Coach under this agreement for all services rendered up until the termination date.

This is the entire agreement of the parties, and reflects a complete understanding of the parties with respect to the subject matter. This agreement supersedes all prior written and oral representations.

If a dispute arises out of this agreement that cannot be resolved by mutual consent, the Client and Coach agree to attempt to mediate in good faith for up to 30 days after notice given. If the dispute is not resolved, and in the event of legal action, the prevailing party shall be entitled to recover attorney's fees and court costs from the other party.

This is the entire agreement of the parties, and reflects a complete understanding of the parties with respect to the subject matter. This agreement supersedes all prior written and oral representations.

Please sign and return to denikacarothers@yahoo.com prior to the scheduled Coaching Session.

Client Name: _____

Client Signature:_____ Date_____

Coach Name: Denika Carothers, Professional Certified Coach, Live With Purpose Coaching