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**Your Business Name**

**Client Name**

**Weekly, in person**

**3 months**

**Client Name:**

**Contract Type:**

**Coaching Length:**

28th March 2021

Coaching

Contract

Welcome

Congratulations! Deciding to get a coach and then actually doing that is a significant investment in your future. I am honoured to be part of that and I welcome you. Please read through this contract and let me know if you have any questions. I look forward to starting the conversation.

How I work

Coaching is about commitment and accountability. It is a partnership between the coach and the client based on some agreed principles as follows:

|  |  |
| --- | --- |
| You (The client) commit to: | * taking responsibility for the learning journey * openness and honesty about abilities as well as thoughts and feelings on practice * being willing to take risks to change behaviour * actively implementing agreed actions |
| **I (The coach) commit to:** | * building trust and rapport to encourage supported risk-taking * questioning to clarify development need, challenge assumptions and determine actions * managing boundaries and maintaining confidentiality * supporting you in working towards sustained behaviour change |
| **We both (Coach and client) commit to:** | * adhering to the coaching contract (or mutually agreeing to vary it) * establishing clear goals and to work together to achieve them * openness and honesty about what works or doesn’t work in the relationship and seeking appropriate solutions * evaluating the coaching process and progress against goals |

**Confidentiality**

Throughout the coaching process conversations and outcomes will remain confidential between the coach and client. The coach and client relationship is a trusted one with all personal information, ideas and objectives remaining between us. As your coach I will destroy all working notes and project materials that I hold at the conclusion of the coaching relationship.

The terms and scope of this coaching agreement abide by the International Coach Federation [Code of Ethics](https://coachingfederation.org/ethics/code-of-ethics)

**Frequency and Type of Coaching**

|  |  |
| --- | --- |
| Type | Online coaching, via Zoom |
| **Frequency & Duration** | We agree to meet once a week for 50 minutes |
| **Duration** | We will coach for 3 months from starting date and then review progress |

**Referral**

Coaching is not therapy, financial planning or any other form of advice. At times before and throughout our appointments, I may advise you to consult a professional or other expert before making certain decisions. You are solely responsible for following through with this advice, for the selection of an appropriate professional, and for implementing any suggestions that they may make.

**Audio-Visual Recordings**

You can record your own sessions via Zoom or your own recording device with my prior consent.

I may record sessions for my own professional development, to share with my own mentors, supervisors, and legal advisers. This will only happen with your prior consent. If sharing with others I will remove or alter any identifying personal details to preserve your identity if required. I am very conscious of your IP, and will take all reasonable efforts to maintain confidentiality and discretion.

**Copyright**

From time to time I will provide you with manuals, templates or worksheets to assist in your business or personal life. I retain copyright of all of these documents and they are not to be copied, distributed or shared without prior permission.

Fees, Cancellations & Refunds

**Rescheduling policy**

I understand that things come up at the last minute and if you wish to reschedule I prefer as much notice as is practicable. If you cancel an appointment with less than 48 hours notice you will incur a 50% charge.

If you fail to show up for an appointment without any notice, your entire appointment will be forfeited and no refund or reschedule will be offered.

In rare circumstances and at my sole discretion, I may offer make-up appointments for a missed appointment.

If I cancel an appointment due to unforeseen or unexpected circumstances / illness / technology failure / venue issues / urgent family matters or anything else outside of my control, I will give as much notice as possible and we can coordinate the best way to reschedule.

**Fees & Charges**

**Individual Sessions**

The standard session rate is $260 per 50 minute session and does not include email or phone contact in between sessions

**3 Month Package**

The 3 month coaching package is $3000, with 50% payable in advance. It includes unlimited email and phone contact in between sessions. Additional sessions may be purchased for $60 a session during the 3 month period.

**6 Month Package**

The 6 month coaching package is $5000, with 25% payable in advance. It includes unlimited email and phone contact in between sessions. Additional sessions may be purchased for $50 a session during the 3 month period.

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| --- | --- |
| Your package | You have selected the 3 month package at $3000 |
| **First payment** | $1500 is due on or before your first session |

**Refund Policy**

If you withdraw from your coaching package within the first 14 days for any reason, you will be entitled to a full refund, minus 20% admin fee and any sessions already taken. If you decide to withdraw from the coaching package after the first 30 days, there will be no refund.

**This Coaching Agreement is between:**

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| --- | --- | --- |
| Me, “the coach”  Your name or business name  Address: | And | You, the “Client”  Client Name  Address |