**Coaching Contract**

# Client Name:

This agreement, between coach and the above- named client will begin on and will continue for a period of months ending on .

# Fees

 The fee for the initial in-person meeting is $ 75 and the fee for

all subsequent meetings is $ 150 . These fees must be paid after completion of each session.

 Additional appointments can be scheduled as needed. If you need to cancel

 an appointment, please provide at least 24 hours notice or unfortunately, **it will be necessary to charge you $25 for the appointment.**

# Services

The services to be provided by the coach to the client are face-to-face or telephone / video-coaching, as agreed jointly with the client. Coaching may address specific personal projects, business successes, or general conditions in the client's life or profession. Other coaching services include value clarification, brainstorming, identifying plans of action, examining modes of operating in life, asking clarifying questions, and making empowering requests or suggestions for action.

Throughout the working relationship, the coach will engage in direct and personal conversations. The client understands that successful coaching requires a co-active collaborative approach between client and coach. In the coaching relationship, the coach plays the role of a facilitator of change, but it is the client's responsibility to enact or bring about the change.

If the client believes the coaching is not working as desired, the client will communicate and take action to return the power to the coaching relationship.

# Privacy

The client can, at any point in the coaching session, declare his/her preference not to discuss a specific issue, by simply stating that they would rather not discuss this issue. The coach agrees to respect this boundary and will not attempt to forward the conversation further along those lines.

# Confidentiality

The Life Coach will work within the professional ethics and guidelines as outlined in Attachment I (Code of Ethics). Copies of the ethical guidelines are available upon request. All information about the coach / client relationship will remain strictly confidential except in very rare circumstances where decreed by law; ie. where the court might issue a subpoena for the file or information.

If you wish for me as your coach to speak to someone outside our interactions, then you need to give me written permission (original letter, fax or email) to do so. **Exceptions to confidentiality of course relate to circumstances such as intent to seriously harm someone, child abuse etc. Otherwise, all your information is confidential.**

It is also important to note that in some situations, it is important to be aware of the use of technology in that for some clients, there is a risk in using certain media such as the internet, mobile phones and cordless phones. If you use these to communicate with me, then I will assume that it is appropriate to continue to do so in my interactions with you.

# Termination

The coach and client agree to provide each other with two weeks’ notice in the event that it is desired to terminate coaching. Otherwise, the coaching will continue for the duration of the contracted period.

*I believe that each client is a unique, creative and responsible person who is in charge of moving their own life forward. I very much look forward to working with you.*

Our signatures on this agreement indicate full understanding of this agreement with the information outlined above.

Coaching Client Date

Personal Coach Date

# Continuing Coaching Accreditation

As a separate issue, it is also important to inform that in terms of continuing accreditation as a coach, the International Coach Federation (ICF) (which is the international accrediting body for coaching) has a policy of verifying that coaching has been conducted. As such, at times, they may ask for the phone number and email of clients to authenticate the claim that I have been conducting coaching. Of course, they may not contact you at all, but you would need to be willing to be contacted if necessary. To that end, you would need to be willing to have your phone number and email listed, if indeed, the ICF chose to verify my claims of coaching.

If you are happy to have your phone number and email provided to ICF if they asked for it, please sign below that you are in agreement that this could occur.

Coaching Client Date

Personal Coach Date

**ATTACHMENT I**

**Ethical Code of Conduct for Life Coaches**

Every profession follows a professional code of conduct that serves as a guideline for the practitioners, and inspires confidence among the clients and other stakeholders. In this chapter, we discuss the ethical practices related to the field of Life Coaching.

**1. Confidentiality**

From the client’s personal information to their conversations or correspondence with the life coach, everything should be treated with absolute confidentiality. The coach must obtain the consent of the client before disclosing any information. This is also applicable in cases where the coach is working within an organization. Any information including progress reports and other particulars of the client should be the released to the employer only if the client has explicitly agreed to it.

If, however, the coach believes that by withholding information there is strong evidence of serious danger to the client or (an) other person(s), then confidentiality may be foregone.

**2. Integrity and Honesty**

|  |  |
| --- | --- |
|  | * The coach must ensure that all verbal and written promotional material and advertisements are truthful, honest, decent and compliant with the law of the place where the coach is practicing. No misleading information or advice should be given to the client, nor any false claims about the results of the coaching process be made.
 |

|  |  |
| --- | --- |
|  | * The coach must not prolong a coaching relationship when it is evident that the client is no longer benefiting from it, and should instead encourage the client to make a change to, or to terminate the agreement.
 |

|  |  |
| --- | --- |
|  | * The coach must seek to avoid conflicts of interest and openly disclose any such conflicts.
 |

**3. Transparency**

|  |  |
| --- | --- |
|  | * The coach should accurately disclose his/her coaching qualifications, expertise, experience, and any other credentials.
 |

|  |  |
| --- | --- |
|  | * The coach should disclose to the client and his/her sponsor (where applicable) all anticipated compensation that he/she may receive from or pay to third parties for referrals of that client.
 |

|  |  |
| --- | --- |
|  | * The coach should maintain appropriate and accurate records of his/her work with the client.
 |

**4. Professionalism**

|  |  |
| --- | --- |
|  | * The coach should sign with the client an agreement or a contract that sets out the roles, rights and responsibilities of the coach, the client, and the sponsor, if they are not the same person.
 |

|  |  |
| --- | --- |
|  | * It is important for the coach to make sure that the client fully understands the agreement, as well as all such things as the process, the fees, the location and the frequency of sessions.
 |

|  |  |
| --- | --- |
|  | * The coach should also ensure that he/she has current professional indemnity insurance to cover the provision of his/her coaching services.
 |

|  |  |
| --- | --- |
|  | * The coach should understand and implement the client’s as well as his/her own legal and other obligations with regard to nationality, age, gender, sexual orientation, religion, language, disability, and socioeconomic status, so as to avoid knowingly participating in or condoning unfair discriminatory practices.
 |

|  |  |
| --- | --- |
|  | * The coach must not try to gain financial or any kind of professional advantage by abusing the client’s trust.
 |

|  |  |
| --- | --- |
|  | * The coach should ensure that his/her behavior can in no way be described as any unwelcome sexual advance or request for sexual favors, or any verbal or nonverbal conduct that is sexual in nature.
 |

|  |  |
| --- | --- |
|  | * The coach should respect the client’s right to terminate the coaching relationship at any point during the coaching process, subject to the provisions of the agreement or contract.
 |

|  |  |
| --- | --- |
|  | * The coach must work within the limitations of his/her own competence. He/she must identify situations where it may be necessary/preferable to refer the client to a more experienced coach or to seek the help of a qualified professional or practitioner. He/she must refer the client to a therapist if coaching is not the right intervention, like when the client is suffering from clinical disorders such as anxiety, depression, addiction, or phobia.
 |

**5. Care**

The coach must treat every client with honor and dignity, respect the clients’ values, beliefs and goals, and exhibit sensitivity to cultural, regional and linguistic differences.

**6. Self-monitoring**

|  |  |
| --- | --- |
|  | * The coach has the responsibility to monitor and maintain his/her fitness to practice at a level that enables him/her to provide an effective service. If his/her effectiveness is impaired for any reason, including health or personal reasons, he/she should stop working and seek advice and support.
 |

|  |  |
| --- | --- |
|  | * The coach should monitor the quality of his/her work and seek feedback from clients and other professionals.
 |

**7. Supervision**

Supervision is the practice of discussing specific client issues with one or more colleagues in order to gain additional insight. Supervision extends the coach's understanding and effectiveness, and supports and encourages self-monitoring.

It is important to conduct supervision under strict confidentiality. The client’s name and other identifying information should be disguised during this process.

**8. Excellence**

|  |  |
| --- | --- |
|  | * The coach should strive to augment and increase his/her coaching competence by participating in relevant training and appropriate continuing professional development. It is the responsibility of the coach to ensure that he/she is aware of new practices, standards, technologies, and legal requirements as are relevant to the profession of coaching by participating in appropriate and relevant instruction.
 |

|  |  |
| --- | --- |
|  | * The coach must maintain a record of all such training undertaken.
 |