



Coaching Agreement

Welcome!

This agreement is entered into on _____, between Justine Cochrane, BA, CEP, (the "Coach"), and _____ (the "Client").

I agree to serve as your Coach - to partner with you to identify and achieve your personal and/or professional goals. As your Coach, I cannot guarantee results. You will create powerful results by having the courage and determination to forward the meaningful action(s) in your life.

As the Client, you agree to be inspired and committed to taking action on your self-determined personal and/or professional goals to the best of your ability. You recognize that anything less than your full participation will inhibit your success. As the Client you accept full responsibility for yourself and any actions you take that might result from Coaching. As the Client, you can financially afford the Coaching Fee at this time. You agree to pay (or be auto-charged) promptly by the first of the month for that month's fee. You agree that ultimately, it is your responsibility to pay the Coach for the services you use, and you agree to honour scheduled session times.

As your coach, I have positive expectations for a coaching relationship that helps you create the life YOU want to live. To partner together professionally, I want you to be familiar with the following guidelines.



Coaching Guidelines

Duration. I invite you to think of coaching as a process. Many people create change for themselves in a short time. However, refining and sustaining the change takes several months. Although not binding, I would ask that you expect our coaching relationship to last at least 3 months. Therefore, our coaching season will run for 3 consecutive months. While communication may continue after the 3-month season, if we want to continue coaching relationship after 3 months, we will set up another agreement.

Payment. The Client will pay a \$500/month retainer for each month of the season. Invoicing and payments will be made through _____

Scheduling. We will meet via phone or via video-call 3 times per calendar month. These dates will be identified at the start of our contract and require 24 hours notice to cancel or reschedule. Additional communication is included in the contract and can be initiated by the Client or Coach as needed by phone or email. As a general rule, we will not let more than two weeks pass without talking, and communications will be answered within 24 hours.

Changes: If you need to reschedule our appointment, please give me 24 hours notice. If you have an emergency or illness, you can reschedule with less than 24 hours notice. If you do not show up for a scheduled call, for any reason, and provide no notice (latest notice can be fifteen minutes prior to scheduled session start time), we will not make up that time. If I need to reschedule, I will give you at least 24 hours notice as well, barring an emergency or illness.

Bail out. This agreement may be ended by either of us at any time, for any reason, in writing via email.

Continues on next page



Coaching Guidelines

Professional ethics. I uphold the ethical guidelines set forth by the International Coach Federation (which can be read in full at the ICF Website).

Confidentiality. I will maintain complete confidentiality of all verbal and written communication unless you give me specific permission to do otherwise, with some exceptions: It will not be a secret that I am acting as your coach.

I may share non-identifiable information for learning purposes or professional support. Coach-Client confidentiality is not legally protected. If I am subpoenaed to release information about our coaching, I may not be legally entitled to withhold it. I will share information if I believe it is needed to protect a person from imminent harm.

Not therapy, not financial counseling, not legal advising. Our coaching relationship is not to be considered therapy or any form of psychological counseling. I am not trained as a psychotherapist nor as a physician. Similarly, while we may discuss personal, financial, or legal issues, my coaching is not to be considered financial or legal advice. The Client makes his/her own decisions.

Problems. If I ever say or do anything that upsets you or doesn't feel right, please bring it to my attention so that we can resolve it as soon as possible. My objective is to have a coaching relationship that is fully open, honest, real and trusting in our communication styles. We should both realize that communication via telephone or email entails extra challenges as we can not see body language, facial expressions, etc. Therefore we need to give each other plenty of latitude, and promptly ask for clarification if there is any confusion in our communication.

I have read and agree with the Coaching Guidelines and the Coaching Agreement.

The Client

The Coach