



Coaching Agreement

PLEASE NOTE: This is not a legal document and is provided for information purposes only

1. Definitions

Your Name: _____ ("You") Coach Name: Laura Burlingame-Lee, Ph.D. (the "Coach")

Your Address: _____

Your Phone #: _____ Your Email Address: _____

Fees: _____ \$ 60 per introductory session, based on a 50-minute goals-setting session.

_____ \$ 100 per session based on an introductory-only offer of 4 sessions in one month, following the introductory goal-setting session.

_____ \$ 500 per month based on a 2 month coaching commitment, including 5 sessions. You may schedule these sessions any time during the 2 month period, and the session may be conducted face-to-face or over the phone.

_____ \$ 120 per session based on a per session agreement.

Session(s) Each session will last for 50 minutes. You may purchase additional time at the rate of \$120/hour, prorated by 1/2 hour time allotments.

Schedule: The Session dates will be agreed monthly and booked in advance at the first Session, and at the beginning of each month thereafter, should you decide to continue working with me.

This Agreement is between: _____ and The Power of Each Other/Dr. Laura Burlingame-Lee (the "Company")

2. Fee Structure and Contract for Longer-Term Coaching:

The agreement is that the initial term is 6 months; thereafter moving onto a 'rolling month' basis if you wish to continue.

1. 4 Sessions per month of 50 minutes length each (total 18 sessions).
2. The Sessions will be conducted over the phone unless otherwise agreed.
3. Sessions will take place (where practicable) on the same day/time each week, usually within the first 3 weeks of each month.
4. Payment will be monthly in advance by personal cheque/s or cash only, except where otherwise agreed.

| Session Format | Monthly Payment |
|---|----------------------------------|
| <u>4</u> x <u>50 min</u> sessions a month | <u>\$400/month, for 6 months</u> |



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I have read both pages and I confirm my understanding of this agreement and agree to the terms by signing below:

You: _____

Date: _____

Dr. Laura Burlingame-Lee: _____

(Authorized Signatory)

Date: _____



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- 3. The Company's Commitment:**
- 3.1 The Company will provide the coaching Sessions through the Coach.
 - 3.2 The Company will provide coaching that is a professional client relationship designed to facilitate the creation and development of personal, professional or business goals and to develop and carry out a strategy/plan for moving towards those goals.
 - 3.3 Short e-mails and voicemail messages are welcome between sessions if you would like to share a success, have urgent questions or an issue.
- 4. Your Commitment:**
- 4.1 You agree to pay the Coach the fees as set out in this Agreement and as per the invoice.
 - 4.2 You agree to call or meet the Coach at the specified times.
 - 4.3 You agree to be honest and open, to believe in yourself and to adopt a more enthusiastic and positive outlook on life from this moment onwards. You are truly committed to change and agree to take responsibility for your life, choices and actions.
- 5. Coaching:**
- 5.1 You enter into this Agreement with the full understanding that YOU are solely responsible for creating your own results. You understand that failure to meet your goals (in whole or part) cannot be guaranteed and no warranties are given.
 - 5.2 You are aware that coaching is **not** counselling, psychotherapy, psychoanalysis or any other form of mental health care treatment or therapy, nor is it to be used as a substitute for professional advice by legal, medical, financial, business or other qualified professionals.
 - 5.3 If appropriate, you will seek independent professional guidance in the areas indicated in 5.2 and you understand that all decisions and actions in these areas are your sole responsibility.
 - 5.4 You understand that Dr. Burlingame-Lee, in acting as your coach, cannot also provide psychological or counselling services to you, and will refer you to a qualified and licensed mental health practitioner if a referral is needed.
- 6. Your Agenda:**
- 6.1 The Session agenda belongs to you. If the Session is not heading in the direction you would like, if the Coach ever says anything you don't feel comfortable with or if you have a concern with the way the Sessions are proceeding you will let the Coach know immediately.
- 7. Ethics and Confidentiality:**
- 7.1 The Coach follows the coaching ethics supplied in the welcome pack, as published by the International Coaching Federation. If for any reason you have not already received a copy of the coaching ethics and would like one please request this from the Coach.
 - 7.2 Any notes the Coach makes during the Session or about you are kept confidential.
 - 7.3 The Coach will not use or disclose the information you share with them during Your Sessions, except as authorized by you or as required by law.
 - 7.4 You understand that on occasion the Company may anonymously share generalized information for training or consultation purposes with other Coaching professionals. Your identity and any information that could lead to your identification will remain entirely confidential.
- 8. Admin:**
- 8.1 The session may be refused if payment has not been made as required by this Agreement.
 - 8.2 Where it is necessary for either you or the Coach to reschedule a session this will be done by phone at least 24 hours before the scheduled session.
 - 8.3 *You will be charged for missed sessions which are not rescheduled in accordance with this agreement, except in exceptional circumstances (at the Coach's discretion).*
 - 8.4 If you are late for a session, the session will complete at the scheduled time. There will be no refund for "missed time" or "missed sessions".
- 9. Termination:**
- 9.1 You or the Company may cancel this Agreement in writing (by email or letter), giving at least 7 clear days notice. In the event that you owe money to the Company at the time of cancellation, full payment will become due at the time of cancellation.
 - 9.2 In the unlikely event that this Agreement is cancelled before all the sessions you have paid for have been provided the Company will refund you for any sessions you have paid for but which the Company has not provided at the rate of \$ 120 per session, or the rate specified by any discount you may have received.
 - 9.3 Upon termination of this Agreement the Company shall immediately cease to be liable to you in respect of the coaching sessions.
- 10. General:**
- 10.1 In the event of you choosing to feel mental, physical or emotional distress (or related ailment or condition) which you believe to be related either directly or indirectly to the coaching sessions, you will not hold the Company or Coach liable for any loss or cost incurred by you (or any person related to you). You will indemnify the Company in the event of any such claim.
 - 10.2 Except as expressly set out in this Agreement, the Company will have no liability to you. This Agreement reflects the entire agreement and understanding between you and the Company regarding the matters in this Agreement.

Additional Notes - For the coaching to be as successful as possible:

- Your intent to change and desire for change will be serious.
- You will make every effort to ensure you are at your peak mental, physical and emotional state for each session.



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- You are ready to work and receive feedback. You are willing to try new ways of learning, be honest and open, keep to your commitments and inform your coach immediately when things are not working for you.
- You are willing to explore, challenge and change thoughts, feelings and actions that you recognise as self-defeating.
- You understand your coach will be focused on you and your best interests as a whole, not just your goals.
- You are willing to give the coach the benefit of the doubt and wholeheartedly try new concepts or different ways of doing/approaching things.
- You recognise the value and worth of yourself and the investment you are making in your personal development.
- You understand the need to plan the relationship ending in advance to allow for a degree of closure and wrap-up.