



Coaching Agreement & Booking Form

Name:
Address:
Telephone(s):
Email:
Social media:

Fee: Fees for coaching sessions have been agreed at £250.00 per month, paid in advance.

Service: The fee includes up to 100 minutes of contact, typically over two Zoom calls.

Rescheduling of calls: Even though we are committed to the coaching process, sometimes life gets in the way! We both agree to give as much notice as possible of any need to change an arranged meeting/call and will try to reschedule within the current month. Credit for missed sessions will not be carried over from month to month. If less than 24 hours notice is given, the call, and fee, may be forfeited.

Termination: Because of the nature of coaching, I ask you initially to commit yourself to a period of three months work together. However, you may cancel at any time, giving notice in writing. If at any stage you are unhappy with the relationship, please do discuss this with me and we will negotiate a mutually acceptable remedy.

Confidentiality: As your coach, I will not divulge any information concerning your personal data, goals, job, future plans, business or financial information, directly or indirectly to any third party, without your express permission. The fact that we are in a coaching relationship will also be confidential unless you choose otherwise.

As is good practice in coaching, I undertake coaching and am part of supervision groups. You agree that, in confidence, I may disclose any issues which arise out of the sessions with my own coach, supervisor and/or supervision group but I agree only to disclose such issues on a general basis and without disclosing your identity.

If during coaching, evidence of illegal activity or the potential for harm to the Client themselves or others is disclosed, I may have to inform the appropriate authorities and so be unable to maintain complete client confidentiality.

In signing this agreement you give me permission to use your personal details to contact you about this coaching and in relation to information and resources that may be of interest to you. You may choose to review or revoke this permission at any time.

Nature of the coaching relationship: The coaching relationship is a partnership, an equal relationship where you have space to develop, be supported and be held accountable.

The coaching process is both action- and solution-oriented and the Client is responsible for taking the decisions or actions to achieve their desired results.

Coaching sessions are led by the Client who will be open-minded, motivated and committed to the process by preparing for each session with:

- an idea for Session Objectives - what they want to achieve with the session
- a de-brief of completed tasks and action plans or obstacles that prevented completion of plans and a readiness to propose and discuss new options.



The coaching process: As my Client, you are aware that the coaching I offer is not psychological counselling or therapy in any form.

For your safety I would ask that you let me know, in confidence, of any current or previous mental health or psychological conditions.

If any issues arise that should be handled by a health professional, I ask that you let me know immediately and we can discuss a possible referral to a suitable professional as appropriate. I am a full member of the Association For Coaching and abide by their Code of Ethics.

Coaching results are not guaranteed. You enter this coaching relationship on the clear understanding that you are responsible for taking action to create or achieve your own results.

As your Coach, my focus will be on supporting you to reach your goals, clarifying what you want and how best to achieve this.

I will be prepared and ready to work with you at the agreed time, to be open-minded, congruent, non-judgemental, focused and empathic. I will provide professional support through effective listening, high quality questioning, assertiveness, constructive challenging and 'nudging' to assist in your development. Where appropriate, with your permission, I will offer insight and guidance based on my professional experience. You must always use your own judgement and discretion to evaluate anything we share.

You will be prepared and ready to work in the session. You will send me a coaching journey update on the day before each coaching appointment highlighting your wins, what got stuck and what you want to work on or explore in the coaching session.

Sometimes the coaching conversations may feel more personal. My intention is only to seek information and solutions to support your growth towards your goals. You, the Client, give me, the Coach, permission to challenge self-inhibiting attitudes or ways of thinking and behaving but you always have the right to choose not to discuss specific areas or subjects - you set the boundaries. If I feel these boundaries are detrimental to the coaching process I will let you know and we will discuss how best to proceed.

You may wish or need to contact me between our sessions to ask questions or share updates. Please feel free to do so, preferably by email. I simply ask that you understand that, if you need a response I may not be able to reply immediately or in depth at that time.

Please sign and date this document to indicate that you have read and agree with the content above:

CLIENT:

DATE:

COACH:

DATE: