

COACHING CONTRACT

This agreement is between Debbi Molnar, Certified Life Coach (“Coach”) and _____ (“Client”).

Description: Coaching services are unique – both highly personal and at the same time a business contract. A clear understanding and agreement about the rights, responsibilities and limitations of the professional relationship are important. Coaching is a partnership (defined as an alliance, not a legal business partnership) between the Coach and the Client in a thought-provoking and creative process that inspires the Client to maximize personal and professional potential.

The Process of Coaching: Coaching is not easily described. It varies depending on the coach, your personality and the particular area being addressed. During the course of coaching, I will likely draw on various tools according to the nature of the area(s) being presented and a collaborative assessment of what will be beneficial to you.

There will be a specific process during coaching calls and within the coaching relationship. You will be responsible to provide a specific coaching request (which I will explain to you during our initial conversation). This coaching request should be to me no later than the morning of our coaching session. You can send this via email. We will spend the majority of the session addressing the coaching request as well as moving forward on your goals. Toward the end of your session, we will create “practices” for the week to guarantee continual movement. Finally, we will review what worked and didn’t work for you in the session. Coaching is a collaborative relationship in which you are the expert of yourself. What works for you might not work for someone else and visa versa. Therefore, reporting honestly throughout this process is vitally important. Both finding out what works and what doesn’t work are equally important information in gaining the tools to reach your goals.

Coaching Benefits and Risks: Coaching has both benefits and risks. Benefits may include attaining the goals you set out to do, a greater sense of happiness and fulfillment, increased understanding and choice about how you operate in the world, and living to your full potential.

Coaching can also be uncomfortable. You may experience uncomfortable thoughts or feelings. This is a natural reaction to the process and often provides the basis for change. You may feel challenged to take actions different from your normal way of being. Change can be easy or rapid, yet might be gradual and frustrating. Addressing areas that brought you to coaching may result in changes you did not originally intend. If you are concerned about possible negative ramifications, I encourage you to talk to me about them as they arise.

Most people who receive coaching do experience many benefits; however, there is no guarantee coaching will yield positive or intended results. It is impossible to predict the outcome because success depends on many factors including your motivation, effort, follow through on weekly practices and life circumstances.

Responsibilities: The Coach agrees to maintain the ethics and standards of behavior set by the ICF (www.coachfederation.org/ethics).

The Client is responsible for creating and implementing his/her own physical, mental and emotional well-being, decisions, choices, actions and results. As such, the Client agrees the Coach is not and will not be liable for any actions or inaction, or for any direct or indirect result of any services provided by the Coach. The Client understands Coaching is NOT therapy and does NOT substitute for therapy if needed, and does NOT prevent, cure or treat any mental health issue or medical disease.

Client understands coaching is NOT to be used as a substitute for professional advice by legal, mental health, medical or other qualified professionals and will seek independent professional guidance for such matters. If client is currently under the care of a mental health professional, Coach recommends the Client inform the mental health provider.

Client agrees to communicate honestly, be open to feedback and assistance and create the time and energy to participate fully in the program, including completing “Weekly Practice Areas” between sessions and providing the Coach with a weekly “Check-in” sheet that will create focus areas for the next session. The Client agrees to be “coachable”—to take action on the practices given between coaching sessions to the best of his/her ability.

Services: The parties agree to engage in a monthly Coaching program consisting primarily of telephone sessions, with in-person and/or internet sessions as needed. The Coach will be available by email and voicemail in between scheduled meetings, for brief coaching input.

Schedule and Fees: This Coaching Agreement is valid as of _____ (date). The fee for Coaching is \$_____/month. Fees are due on the first of every month. Payment can be made by check, cash or credit card (Visa or MasterCard). The payment includes _____ sessions per month, plus email, text or shorter conversations (10 minutes or less) as needed. If a month contains five weeks, either we will add a session at a prorated per hour amount or skip the extra week. This will be mutually determined.

The scheduling of coaching sessions shall be mutually agreed upon in advance. Each coaching session will be 60 minutes in length (occasionally up to 90 minutes in length as determined by the Coach in advance of that session, with the Client’s consent). As stated above, some limited times for brief and urgent between-session telephone consultations will be provided, pending Coach availability.

Cancellations: From time to time, circumstances may require a session to be rescheduled by either the Coach or the Client. 24 hours advanced notice of cancellations is required to reschedule sessions. A session that is not canceled with a minimum of 24 hours notice may not be rescheduled based on availability and there will be no refund of money for that session.

Confidentiality: The Coach-Client relationship is a professional one, and the Client’s coaching is held in the strictest confidence. This coaching relationship, as well as all information (documented or verbal) that the Client shares with the Coach as part of this relationship, is bound to confidentiality by the ICF Code of Ethics but is not considered a legally confidential relationship (as in Medicine or Law). The Coach agrees NOT to disclose any information pertaining to the Client without the Client’s written consent. Occasionally the Coach may request your permission to record a session or allow another Coach to participate in the

session, for training purposes. These recordings or participation are not used for any purpose other than training and are kept confidential.

Please note email, fax and text are not (by nature) secure forms of communication. There are some inherent risks in these forms of communication. Some of the work we do might be done via email, fax or text. I cannot guarantee complete confidentiality of these communications. I will take precautions to make all communications as confidential as possible.

Confidentiality would only have to be suspended in the following cases:

- The Client reports imminent suicidal or homicidal ideation.
- The Client reports abuse or neglect of a child, dependent or older adult.
- The Coach is ordered by a court of law to do so.

Release of Information: The Coach engages in pursuing ICF Credentials. That process requires the names and contact information of all Clients for possible verification by the ICF. By signing this agreement, you agree to have only your name, contact information, and start and end dates of coaching shared with the ICF staff members and/or other parties involved in this process for the sole purpose of verifying the coaching relationship. NO personal notes will be shared.

According to the ethics of the Coaching profession, topics may be anonymously and hypothetically shared with other coaching professionals for training, consultation, supervision, mentoring and/or evaluation, to further the Coach’s professional development.

Limited Liability: Except as expressly provided in this agreement, the Coach makes no guarantees or warranties, express or implied. In no event will the Coach be liable to the Client for consequential or special damages. Notwithstanding any damages that the Client may incur, the Coach’s entire liability under this agreement, and the Client’s exclusive remedy, will be limited to the amount paid by the Client to the Coach under this agreement for all services rendered up until the termination date.

Termination: Either the Client or the Coach may terminate this agreement at any time with 2 weeks written notice.

I understand and agree to comply with the policies as stated above in the coaching agreement. I have clarified any questions before signing this agreement. I consent to Debbi Molnar rendering services to myself/us and/or my/our minor child(ren).

Client Name _____ Date _____

Client Signature _____

Client Name _____ Date _____

Client Signature _____