

Executive **LIFE & Living Coaching**

AGREEMENT

Please complete, sign where indicated and return to me along with a recent photo.

Name: _____

Address: _____

Daytime Phone _____ **Evening Phone** _____

Fax: _____ **Email:** _____

Please check the terms we have agree to:

Three (3) 1-hour coaching sessions & retainer services at \$350 per month.

Two (2) 1 hour coaching sessions & retainer services at \$300 per month.

One (1) 1 hr coaching sessions & retainer services at \$250 per month.

Other _____.

I confirm that I have read the Coaching guidelines and agree to abide by them. As a coaching client, I understand and agree that I am fully responsible for my well-being during my time of coaching, including my choices and decisions. No guarantees have been made to me as to the expected outcome of my coaching. I am aware that I can choose to discontinue coaching at any time. I recognize that coaching is not psychotherapy and that professional referrals will be given if it appears they are needed.

Client signature: _____ **Date:** _____

Coach signature: _____ **Date:** _____

Coaching Guidelines

- Procedure** Scheduled calls need to be on time. Calls will be one-half hour in length. **Please make a copy of the “Coaching Call Prep Form” and fax a completed form before each call, or e-mail me with the requested information.** This allows you to determine what our agenda will be, and allows me to be as prepared as possible so we make the best use of our time together.
- Calls** Our agreement includes a set number of scheduled calls. If either you or I are unable to keep a regularly scheduled call, we will compare calendars in advance and book another time.
- Changes** **Cancellations need to be made at least 24 hours in advance.** If you have a valid emergency, we will work around it. Otherwise, missed calls are not made up nor refunded.
- Extra Time** You are encouraged to contact me between scheduled calls by e-mail, fax or “spot calls” (~ 5 minutes or so in length) with questions, struggles, thoughts, praise reports, or just to “touch base.” I consider these contacts as “retainer services,” just as you might pay a retainer for the services of an attorney, and they are included in your monthly fee. I enjoy delivering this extra level of service and find that those who use it seem to make greater progress!
- Fees** Payment will need to be received before the first of each month unless other arrangements have been made.
- Problems** Our relationship needs to be based on absolute honesty with each other. If at any time you are dissatisfied with something, please bring it up! I will work with you to resolve any difficulties.
- Follow-through** It is imperative that you apply yourself if coaching is to be successful. Our work will sometimes be very purposeful, goal-directed and dependent on your doing some “homework.” Other times it will be very broad in scope, requiring time in reflection, etc. Either way, **your real growth will come from the work you do in the time between our calls.** Check yourself now on the true measure of your commitment to that kind of pursuit. **Make this a pivotal season of your life!**