



Client Coaching Agreement

This agreement is entered into by: _____ (“Client”) and Erica H Reggie (“Coach”), and pertains to Life Coaching for Personal Development and/or Executive Coaching for Professional Development which shall occur via telephone, in person, web-based collaboration technologies, or as negotiated between Client and Coach.

Section 1: SERVICES

Definition of Coaching: *“Professional Coaching is an ongoing professional relationship that helps people produce extraordinary results in their lives, careers, businesses or organizations. Through the process of coaching, clients deepen their learning, improve their performance, and enhance their quality of life. In each meeting, the client chooses the focus of conversation, while the coach listens and contributes observations and questions. This interaction creates clarity and moves the client into action. Coaching accelerates the client's progress by providing greater focus and awareness of choice. Coaching concentrates on where clients are now and what they are willing to do to get where they want to be in the future. ICF member coaches recognize that results are a matter of the client's intentions, choices and actions, supported by the coach's efforts and application of the coaching process.”*

- Source: International Coach Federation (www.coachfederation.org)

The Client understands and agrees to each of the following provisions:

- A) I hereby employ Erica H Reggie as my "Coach" for the purpose of guiding me with respect to the proper format for Life Coaching for Personal Development and/or Executive Coaching for Professional Development. She may also assist me in structuring, identifying and achieving goals as she has experience in such matters and agrees to render such services.
- B) I understand and agree that the Coach is not an "employment agent," "business manager," "financial analyst" or "psychotherapist" and that she has not promised, shall not be obligated to, and will not: (1) procure or attempt to procure any employment, business or sales for me, (2) perform any business management functions such as accounting services, advice on tax matters or the investment of funds, and (3) will not act as a therapist, counseling me or providing psychoanalysis, group therapy or behavioral therapy.
- C) I further understand and agree that as a specialized form of consulting, Coaching is not the same as professional or licensed therapy; and that I am always free to reject any advice, suggestions or requests made by the Coach at any time. My Coach is authorized and encouraged to be direct and unconditionally supportive with me.
- D) I further understand and agree that I am to inform my Coach whenever I am under the care of any healer or licensed physician, therapist or psychiatrist; and/or any time I am taking any prescriptions or drugs.

Section 2: AGREEMENT TERMS

Duration:

The duration of this agreement shall be for _____.

Scheduled Sessions:

The Client is to make the sessions with the Coach a priority and is to arrive promptly. We will meet weekly beginning on an agreed time and date and meet each week at the same time and day for _____ weeks thereafter less any agreed upon holidays or breaks. The First Session will last approximately 90 minutes. Subsequent Sessions will last approximately 40-60 minutes.

Re-Scheduled and Missed Sessions:

The Client understands and agrees to make coaching sessions a priority, and to arrive on time for scheduled appointments. The Client further understands and agrees that if they have not rescheduled a session 24 hours in advance, or does not call the Coach within 15 minutes of a scheduled coaching time, the Coach will assume the Client has elected to not avail themselves to make a session that week, and will charge the Client for the missed session. Any missed sessions will not be carried over.

Payment:

The Client understands and agrees to retain the Coach and meet via telephone, in person or web-based collaboration technologies at the following rate as agreed: \$_____

- First Session – Fees for the first session are payable one (1) week in advance.
- Subsequent Sessions – Fees for recurring services are payable in advance or at the end of each session. Fees not received within 2 weeks of services provided will be eligible for collections reporting.

Discounted fees are available for advanced payment of sessions or purchase of a bundle of sessions.

AS A CLIENT, I UNDERSTAND AND AGREE THAT I AM FULLY RESPONSIBLE FOR MY WELL BEING DURING MY COACHING CALLS, INCLUDING MY CHOICES AND DECISIONS. 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 NEEDED. I ALSO ACCEPT THAT IF MY COACH SUSPECTS THAT I OR SOMEONE I KNOW COULD BE IN A HARMFUL SITUATION MY COACH CAN CONTACT THE POLICE AND THE CLIENT CONFIDENTIALITY CLAUSE WILL BE NULL AND VOID.

Above agree via telephone on: _____, **2017**

CLIENT'S SIGNATURE: *Please either 1) email a signed and scanned document or 2) reply to this email with the attachment acknowledging that you have read and agree with this contract or 3) use an electronic email signature.*

X _____