

Coaching Agreement

Procedure

Our work will start _____. I will send you an email with available dates/times for our sessions. Please plan on one session every ___ week(s) for 40-50 minutes each. The first session may run 60-90 minutes, because we will be exploring lots of information at first. If you need to reschedule any session, please let me know 24 hours in advance. I ask for a commitment of three months. After that time, we will re-evaluate your progress and our work together and make any further agreements.

Preparation

After our initial session, I ask that you come to the coaching sessions prepared with an idea of what you want to achieve in each session. To help you with this, please take time to fill-out the Coaching Session Prep Form. If possible, it would be helpful for you to email me this form twenty-four hours in advance of our sessions, excluding the first session.

Expectations

The key to an effective coaching relationship is communication. Please be honest with yourself and me throughout the coaching process. You can expect me to be straightforward, constructive and confidential. You can say anything to me, positive or negative; this includes letting me know if something makes you uncomfortable or if you don't want to respond to a question. Please let me know at any time if you have concerns that we haven't addressed.

As your coach, I am a resource for you to use to your best advantage. I will share concepts or insights, and ask re-orienting questions that are intended to increase your success in attaining your health goals. I expect your best and expect you to be willing to grow. From time-to-time, I'll make a direct request, like: "Will you accomplish 'X' by the end of the month?" You always have the option of accepting my request, declining or counter-offering something that might be more comfortable.

Retainer and Payment Procedure

The three-month initial fee is due on _____. Please pay using Zelle, Venmo or check. This retainer includes one Initial 60-90 minute session and ____ 40-50 minute coaching sessions plus email support.

Termination

Because of the time, scope and nature of the work, the initial contract is for three (3) months of coaching. **Thereafter, the work is done on a month-to-month basis. If possible, I ask that you let me know one month in advance** if you would like to terminate our work together. Payment made for the current (ending) month will be considered payment in full unless there is an unpaid balance.

Confidentiality

I recognize that in the course of our work, you may give me the following: future plans, health information, financial information, job information, goals, personal information, and other proprietary information. I will not at any time, either directly or indirectly, use any information for my own personal benefit, disclose, or communicate in any manner any information to any third party. I will not divulge

Coaching Agreement

Coaching Agreement - page two

Confidentiality (cont'd)

that you and I are in a coaching relationship without your permission. I will hold everything that we say and do confidential unless you present a physical danger to yourself or others. In this case, I will inform legal authorities so that protective measures can be taken. In addition, you should know that unlike a physician or a lawyer our confidentiality agreement is not protected by law. Should it ever happen, I cannot claim in court to be unable to divulge the contents of our conversations.

Nature of the relationship

You are aware that the coaching relationship is in no way to be construed as psychological counseling or psychotherapy. In the event that you feel the need for professional counseling or therapy, it is your responsibility to seek a licensed professional. Coaching results are not guaranteed. You enter into coaching with the understanding that you are responsible for creating your own results.

Client Waiver

Simply stated, you understand that I am an Integrative Health Coach. I cannot be held liable for and resources or education that I provide during our work together.

Client has read and agrees to the parameters of the coaching practice which have been outlined on the previous page:

Client Name: _____

Client Signature: _____ Date: _____

Coach: Elizabeth Adams-Smith, Ed.D., CHES, NBC-HWC

Coach Signature: _____ Date: _____