

FearLess Life Coaching

Lois Callahan LICSW

COACHING AGREEMENT

Welcome to FearLess Life Coaching, a professional coaching practice. This document and attachments constitutes a contract between us. You should read it carefully and raise any questions and concerns before you sign it.

Services:

The services provided include Coaching or TeleCoaching on topics decided jointly with you, the client. The purpose of coaching is to develop and implement strategies to help you reach your personal and professional goals. Coaching may address a wide variety of goals including specific personal projects, life balance, job or school performance and satisfaction and other conditions in the client's life, business, or profession.

Payment Procedure:

Coaching fees are described on the attachment, "Coaching Fee Plan". Please choose the plan that best suits your needs and your schedule, sign the plan, and include with this agreement. Services must be paid in advance, or they cannot be provided. Services requested by the client, in addition to the services agreed upon will be billed at a prorated hourly rate and paid within 30 days of service. Any changes in this procedure must be mutually agreed upon in writing.

Feedback:

If, at any time, you feel that your needs are not being met or you are not getting what you want out of the coaching, please tell me, so we can discuss your needs and adjust your coaching program, as needed. We will continue to work on goals that you define unless you want to stop which we will do whenever you ask.

Session Time:

Coaching is scheduled at the mutual convenience of the coach and the client. The next day and time for the next coaching call or session will be scheduled at the end of each coaching session.

Call Procedure:

The client will call the coach at the prearranged time and telephone number as scheduled, and pays the charges for the call.

Cancellations:

Please remember that you must give 24 hours prior notice if you need to cancel or change the time of the appointment, otherwise you will be charged for the session in full. The coach will make reasonable efforts to reschedule in a timely manner.

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Termination:

Either party may end the coaching relationship by providing the other party with one-week written notice, which may be transmitted by email or fax.

Confidentiality:

As a licensed therapist, I protect the confidentiality of the communications with my clients, including my coaching clients. I will only release information about our work to others with your written permission, or if I am required to do so by a court order. There are some situations in which I am legally obligated to breach your confidentiality in order to protect you or others from harm, including (1) if I have information that indicates a child or elderly or disabled person is being abused, I must report it to the appropriate state agency and (2) if a client is an imminent risk to him/herself or makes threats of imminent violence against another person, I am required to take protective actions. These situations rarely happen in coaching practices.

It is impossible to protect the confidentiality of information, which is transmitted electronically. This is particularly true of e-mail and information stored on computers connected to the Internet (unless you use encryption or other forms of security protection), and if you use a cordless or cell phone.

Coaching and Psychotherapy:

In addition to being a coach, I am also a licensed therapist, with training and experience in diagnosing and treating emotional and psychological problems. Because of the difference in relationship and approach between coaching and therapy I believe that it is ethically inappropriate, under most circumstances, for me to provide therapy to my coaching clients. This means that if either of us recognizes that you have a problem that would benefit from psychotherapy, I will refer or direct you to appropriate resources. In some situations, I may insist that you enter psychotherapy and that I have access to your therapist, as a condition of my continuing as your coach.

It is important to understand that coaching is a professional relationship. While it may feel at times like a close personal relationship, it is not one that can extend beyond professional boundaries, either during or after our work together. Considerable experience shows that when boundaries blur, the hard-won benefits gained from the coaching relationship are endangered.

I have read this agreement and fee plan and I understand and agree to the above terms.

Client _____ Date _____

Coach _____ Date _____