

Spectrum Coaching and Consulting  
**COACHING AGREEMENT**



Welcome to my coaching practice. This document and attachments constitute a contract (the "AGREEMENT") between us and you should read it carefully and raise any questions and concerns that you have before you sign it.

Agreement between: Jeff Lahann of Spectrum Coaching (Coach) and \_\_\_\_\_ (Client) whereby Coach agrees to provide Coaching Services for Client focusing on the topics/results/outcomes/goals attached to this agreement.

**Description:** 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 and accountability. Coaching utilizes personal strategic planning, values clarification, brainstorming, motivational coaching, and other coaching techniques.

The focus of coaching is development and implementation of strategies to reach client-identified goals of enhanced performance and personal satisfaction. Coaching may address specific personal projects, life balance, job performance and satisfaction, or general conditions in the Client's life, business, or profession.

The Client sets the agenda and the success of the enterprise depends on the Client's willingness to take risks and try new approaches. The relationship is designed to be direct and challenging. You can count on your coach to be honest and straightforward, asking powerful questions and using challenging techniques to move you forward. You are expected to evaluate progress and when coaching is not working as you wish, you should immediately inform me so we can both take steps to correct the problem.

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

**Responsibilities:** Coach agrees to maintain the ethics and standards of behavior set by the International Coach Federation "(ICF)" ([www.coachfederation.org/ethics](http://www.coachfederation.org/ethics))

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 that 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. Client understands coaching is not therapy and does not substitute for therapy if needed, and does not prevent, cure, or treat any mental disorder or medical disease. If Client is currently under the care of a mental health professional, it is recommended that Client inform the mental health care provider that Client is seeing Coach.

Client understands that coaching is not to be used as a substitute for professional advice by legal, mental, medical or other qualified professionals and will seek independent professional guidance for such matters.

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**Services, Schedule & Fees:** The parties agree to engage in a Coaching Program through (in-person, internet, telephone) meetings at the frequency specified by the chosen package or program. Coach will be available to Client by e-mail and voicemail in between scheduled meetings for brief clarification or directional touch points free of charge. If the conversation is one requiring more depth, the Coach may suggest that it be brought to the next or an additional full coaching session.

This coaching agreement is valid as of \_\_\_\_\_. The fee is \$135/hr unless otherwise stated.

Special package/pricing:

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The calls/meetings shall be 45 minutes. If rates change before this agreement has been signed and dated, the prevailing rates will apply. Client agrees to call or visit Coach on time and if more than 15 minutes late for a call or session Coach will assume Client will not be calling and will charge for the call or session.

Fees for coaching sessions must be paid in advance by cash or credit card prior to each session or by the first day of the month in which they are provided for monthly programs unless an alternative arrangement is agreed to in writing. Services not paid for in advance will not be provided.

**Cancellation Policy:** Client agrees that it is the Client's responsibility to notify the Coach 24 hours in advance of the scheduled calls/meetings. Coach reserves the right to bill Client for a missed meeting. Coach will attempt in good faith to reschedule the missed meeting.

**Procedure:** The time of the coaching meetings and/or location will be determined by Coach and Client based on a mutually agreed upon time. The Client will initiate all scheduled calls and will call the Coach at the following number for all scheduled meetings 480-427-0303. If the Coach will be at any other number for a scheduled call, Client will be notified prior to the scheduled appointment time. In person meetings will be primarily held at the Coach's office located at 1772 E. Boston Street, Suite #105, Gilbert, Az, 85295.

**Confidentiality:** 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 (e.g. Medicine or Law). The Coach agrees not to disclose any information pertaining to the Client without the Client's written consent. The Coach will not disclose the Client's name as a reference without the Client's consent.

Confidential information does not include information that: (a) was in the Coach's possession prior to its being furnished by the Client; (b) is generally known to the public or in the Client's industry; (c) is obtained by the Coach from a third party, without breach of any obligation to the Client; (d) is independently developed by the Coach without use of or reference to the Client's confidential information; or (e) that the Coach is required by law to disclose.

It is understood that the coach will keep confidential all communications with the Client, to the maximum extent allowable by law, except as may be necessary to respond to a perceived endangerment to self or others, or unless specifically released by the Client for a purpose in service of the Client's interests.

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As you are no doubt aware, it is impossible to protect the confidentiality of information that is transmitted electronically. This is particularly true of e-mail and information stored on computers that are connected to the Internet, which do not utilize encryption and other forms of security protection.

**Release of Information:** Client hereby grants limited waiver of confidentiality for the release of Client's name and contact information to ICF (International Coach Federation) for Coach's credentialing/renewal.

In accordance with the ethics of our profession, topics may be anonymously and hypothetically shared with other coaching professionals for training, supervision, mentoring, evaluation, further coach professional development and/or consultation purposes.

**Termination:** Coaching is a process involving both short and long term goals that may take place over an extended period of time. The process may move quickly at times, and require patience at other times. In the spirit of mutual respect and self-care, the Client should speak openly and honestly about what is or is not working for him/her, and may terminate the relationship at any time. **The courtesy of two weeks notice is requested.** Any unused fees will be refunded upon termination of the agreement. If termination is desired, the Client will generally find it helpful to schedule a final completion meeting with the coach.

**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.

This is the entire agreement of the parties, and reflects a complete understanding of the parties with respect to the subject matter. This agreement supersedes all prior written and oral representations.

If a dispute arises out of this agreement that cannot be resolved by mutual consent, the Client and Coach agree to attempt to mediate in good faith for up to 30 days after notice given. If the dispute is not resolved, and in the event of legal action, the prevailing party shall be entitled to recover attorney's fees and court costs from the other party.

Please retain one copy for your records and sign and return one copy of this Client Agreement in person prior to the first scheduled coaching meeting or mail to: 1772 E. Boston Street, Suite #105, Gilbert, Az, 85295.

Client Printed Name

Client Signature

Date:

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Client Address:

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Coach Name/Title

Coach Signature

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**CLIENT ACTION AGREEMENTS:**

I understand that the purpose of my sessions with my coach is to assist me in goals related to my personal and/or professional development.

I understand that much of the work of coaching occurs between meetings, when I take action in support of my stated goals, and reflect on insights gained in coaching.

I take personal responsibility for the results of my coaching experience, to communicate honestly, be open to feedback and assistance, and to create the time and energy to participate fully.

I understand that my coach is not a trained psychotherapist and will not be acting in the role of counselor or psychotherapist during our coaching sessions. I further understand that coaching does not take the place of psychotherapy.

I understand and agree that I am fully responsible for my well being, including my choices and decisions.

I give my coach permission to be honest, direct, supportive, and to challenge me.

I understand that I am always free to reject any advice, suggestions or requests made by my coach at any time.

I realize that my commitment is essential to my success.

Client Printed Name

Client Signature

Date:

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**COACHING FOCUS & STARTING POINTS:**

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