

Coaching Contract

Coaching Program Agreement

This coaching agreement will be tailored to your specific needs and specific details will be added to this contract before being signed by both parties.

General information

This Agreement is entered into by and between:

Coach: Marie-Claude Bouchet, Key2evolve, (address & phone number)

And

Client: (name & address)

Whereby Coach agrees to provide Coaching Services for Client focusing on the following topics/goals detailed below:

(detail goals/topics)

Coaching specifics/schedules/fees

The parties agree to engage in a (frequency) month Coaching Program through (package/methods/frequency)

Coach will be available to Client by (method) between scheduled meetings.

Coach may also be available for additional time, per Client's request on a prorated basis rate of (amount) (for example, reviewing documents, reading or writing reports, engaging in other Client related services outside of coaching hours and coaching e-mails included in the coaching offer.

This coaching agreement is valid as of 00/00/0000.

The fee is (amount) payable in advance.

The calls/ meetings shall be 60 minutes. If rates change before this agreement has been signed and dated, the prevailing rates will apply.

The refund policy in effect for the term of this Agreement is as follows: (describe method depending on package).

The time of the coaching meetings 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 via (describe method (s)).

If the Coach will be at any other number for a scheduled call, Client will be notified prior to the scheduled appointment time.

The coach's role

In undertaking this agreement with you I am committing myself to meet with you at the times and dates that we agree to at the end of each of our coaching sessions. My role is to create a safe and comfortable environment for you where, together, we can explore any issues and difficulties you may have and to help you to move towards making the changes that you want for yourself. I will make every effort to assist you in this process so that you can achieve the outcomes that you set for yourself.

As your coach, I cannot guarantee results. You will create powerful results by having the courage and determination to make the decisions and to take the action in your life.

During the time we spend together in our sessions, I will devote my time, thoughts and energy exclusively to you, so that you will get the most out of our sessions together.

If during the sessions I say or do anything that upsets you or doesn't feel right, I would like you to bring it to my attention so that we can resolve it as soon as possible. My objective is to have a coaching relationship that is open, honest, real and trusting for both of us.

I will also demonstrate attentive listening, understanding, belief in you, and will be committed to your success. You can expect me to challenge you, offer fresh perspectives, make requests, acknowledge your wins, and keep you focused on your goals and outcomes.

The client's role

In agreeing to meet with me you are committing yourself to meeting with me at the times and dates agreed to make the most of the time we spend together. It is important that throughout the session you are as open and as honest as you can be, as this is essential to assist me in helping you to make the changes that you want.

To get the most from our coaching sessions you should ensure that

- You are committed to making the changes you want to improve your current position
- You are willing to carry out any actions set for you and will receive any feedback given openly
- You are willing to try new things, to be truthful and keep me informed of any setbacks you have or if things are not working for you
- You are willing to explore, challenge and change your thoughts and any limiting beliefs that you may have and to change feelings and actions you have that are self-defeating and holding you back
- You understand that I will be focused on helping you to develop as a person and not just on the goal you want to achieve
- You understand that I will encourage and support you as much as I can both during the sessions and also outside them
- You are willing to give me the chance to show you new concepts and ways of thinking that will help you to develop and reach your goals
- You accept full responsibility for yourself and any actions you might take as a result of the coaching
- You will be motivated and committed to taking actions to work on achieving your personal and professional goals. You realize that anything less than my continued full participation in the process will not lead to your success.

Client is solely responsible for creating and implementing his/her own physical, mental and emotional well – being, decisions, choices, actions and results arising out of or resulting from the coaching relationship and his/her coaching calls and interactions with the Coach. As such, the Client agrees that the Coach is not and will not be liable or responsible 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.

Client further acknowledges that he/she may terminate or discontinue the coaching relationship at any time.

Client acknowledges that coaching is a comprehensive process that may involve different areas of his or her life, including work, finances, health, relationships, education and recreation. The Client agrees that deciding how to handle these issues, incorporate coaching principles into those areas and implementing choices is exclusively the Client's responsibility.

Client acknowledges that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association and that coaching is not to be used as a substitute for counselling, psychotherapy, psychoanalysis, mental health care, substance abuse treatment, or other professional advice by legal, medical or other qualified professionals and that it is the Client's exclusive responsibility to seek such independent professional guidance as needed. If Client is currently under the care of a mental health professional it is recommended that the Client promptly inform the mental health care provider of the nature and extent of the coaching relationship agreed upon by the Client and the Coach.

Client understands that in order to enhance the coaching relationship, the Client agrees to communicate honestly, be open to feedback and assistance and to create the time and energy to participate fully in the program.

Confidentiality

Anything discussed between the coach and the client remains confidential and will not be discussed outside the session by the coach. The client may choose to discuss the sessions and their content elsewhere.

The content will remain confidential unless:

- The client gives permission for the coach to discuss the content of the session with others
- The client divulges information of an illegal nature that may need to be passed to an appropriate authority
- The client is at risk of hurting themselves or someone else

Record keeping

All written notes will be kept securely in my office, will remain confidential and will only be seen by the two of us. Copies of all records held are available on request.

Materials specific to the online courses

The materials provided in the online courses is to be use solely by the person who has purchased the relevant package and must not be shared in any form with others.

Disclaimer

By agreeing and signing this contract you are also agreeing to the disclaimer and waiver form found on the website. Please ensure you read it before signing this document.

Limited Liability

Except as expressly provided in this agreement, the Coach makes no guarantees, representations or warranties of any kind or nature, express or implied with respect to the coaching services negotiated, agreed upon and

rendered. In no event shall the Coach be liable to the Client for any indirect, 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, shall be limited to the amount actually paid by the Client to the Coach under this agreement for all coaching services rendered through and including the termination date.

Dispute Resolution

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 so 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.

Severability

If any provision of this agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If the Court finds that any provision of this agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

Applicable Law

This Agreement shall be governed and construed in accordance with the laws of the State of Texas, without giving effect to any conflicts of law's provisions.

Binding Effect

This Agreement shall be binding upon the parties hereto and their respective successors and permissible assigns.

Entire Agreement

This document reflects the entire agreement between the Coach and the Client and reflects a complete understanding of the parties with respect to the subject matter. This agreement supersedes all prior written and oral representations. The Agreement may not be amended, altered or supplemented except in writing signed by both the Coach and the Client.

Client's name and signature:

Coach's name and signature:

Date:

Date: