[insert coach name here] 1st JANUARY 2021

[insert coaches email here]

Dear [insert client name],

I’m pleased to welcome you to the start of our coaching partnership. I believe that this will be a powerful and life changing experience, which has already begun. It takes courage to be open to coaching and facing thoughts and beliefs that may be uncomfortable to you. You have my utmost respect for this and for investing in yourself and your future. This agreement will provide us both with a structure that works and outline how you can get the most from our time together.

**Coaching Sessions**

You have signed up to a [insert time] month coaching package which includes [insert number of calls] private coaching calls with me. Our first session will be on [insert date and time] and will take place via a Zoom audio call This engagement will be for [insert length] months but there is an option for us to extend our work together longer term (subject to it making sense for both of us).

You agree that for our sessions, **you will call me from a quiet place with no interruptions** (and a strong internet connection if calling via Zoom or equivalent). It’s important that you are comfortable, relaxed and not distracted for our calls. I encourage you to keep your own coaching notes or even a journal in between calls and take notes during the call where appropriate. I request you have an integration slot after each call (minimum 30 minutes). All coaching sessions are to be taken before the end of [insert date here].

**Timeliness**

You agree to treat our coaching sessions as a priority over other activities and to be on time for our scheduled calls. For clarity, any pre-booked time we agree should take priority over any other commitments you make. This is for your benefit to get the most out of your investment. Our time together is sacred.

**Changes**

If you need to reschedule your session due to an unforeseen emergency circumstance, please let me know as soon as possible. My email address are at the top of this agreement and Facebook messenger or Telegram is the easiest way to get hold of me. If you do not show up for a call you will forfeit the session with no refund. Remember our time is sacred and requests for changes to sessions should be made on an exception basis. There is no refund if you end the agreement early and don’t take all the calls, regardless of the reason.

**Fieldwork / Homework**

A critical piece of the coaching process is the fieldwork you conduct (i.e. actions that we craft together in the sessions and then you take) between our sessions. It is up to you to take any actions that we may have agreed during our coaching sessions. This may include reading books assigned to you, listening to audios, watching videos or taking certain actions.

This fieldwork must be one of your highest priorities in order for you to derive the many benefits that coaching offers. Once agreed, the fieldwork is non optional. You have the option to renegotiate any agreements we craft so please do speak up and let me know if you feel scared, uncomfortable or reluctant to do the fieldwork.

**Overall to keep in mind**

Please be sure you are doing your fieldwork for your journey and not for my approval or the approval of anyone else. Please show up for sessions even if you have not done any of what we discussed especially if you feel like cancelling the session.

Why? Resistance, avoidance and procrastination is common and natural in the coaching process and I totally understand this and look forward to talking about it with you. Forging through the other side of the resistance will serve you long after the coaching is over. Avoiding sessions because you have not fulfilled your intentions only perpetuates the patterns that you are looking to transform.

**Fee - £50,000 GBP Excluding VAT (non-refundable)**

Payment via Credit Card, Bank transfer OR PayPal (insert Paypal here). Full payment due prior to the first call.

Should you wish to pay via bank transfer, my bank details are as follows:

**Sort Code:** XXX **Account Number**: XXX **BIC:** XXX **IBAN:** XXX 1xxx **Bank Name**: XXXX **Account Name**: XXXXXXX**Bank Address**: XXXXXXXXX

**What [insert coaches name here] agrees to**

* Whatever you say to me will be held in strict confidence and I ask the same in return.
* I will always be listening for your natural creativity, resourcefulness and wisdom that you have in the area in which you want to be coached. Your wisdom trumps my good ideas.
* I am totally committed to what you want to accomplish and therefore I will be 100% honest and straightforward and always look to serve you rather than please you.
* I will support you in shifts in thinking, which may inform more effective actions as opposed to focusing on techniques or strategies alone.
* I will be responsive to your needs and respond to any emails, FB messages or other communication within 1 working day unless I am on holiday.
* I take your trust in me seriously and if I ever say or do something that upsets you or doesn’t feel right and you bring it to my attention, I promise to make it right for you and do what is reasonably necessary to have you be satisfied.

If you agree to all of the above please **complete the release form below** and send it via attachment by e-mail (send to insert coaches email here) and write:

**“I understand and agree to the terms in the attached Coaching Agreement document”**

**[INSERT CLIENT NAME HERE]**

I am looking forward to our continuing journey together!

[INSERT COACHES NAME HERE]

**RELEASE FORM: PLEASE COMPLETE, READ AND SIGN BELOW**

Name:

Occupation:

Company Name: (If applicable)

Address:

Country:

Postcode:

Home Telephone Number:

Mobile Telephone Number:

Email:

**Agreement & Release:**

* I confirm that I undertake this training with [company name] of my own free will and that I take full responsibility for my own physical & psychological well-being at all times.

- I confirm that I am in full good health and that I am fit to participate in this training.

* I understand that if I am currently undergoing any form of treatment from a physician, psychiatrist or psychologist, which may affect my training experience, that it is my responsibility to inform said persons and obtain their agreement that I am fit to train with [insert company name].

- I acknowledge that any recording or written material used as part of the training with [coaches name] or that [company name] wish to produce as a result of one of their trainings, remains sole and exclusive property of [insert company name] (including Intellectual Property Rights) and may not be used by me without obtaining prior written permission.

- I agree that I have carefully read and completely understood all the above terms and my signature on this release form along with any fees paid to [insert company name] constitute a full and binding agreement to the above terms and conditions.

Signature:

Date: