



## Professional Coaching Agreement

**Services:** Coaching is a professional, paid service conducted by one-on-one sessions, telephone sessions and email support that can help you to learn new skills and make significant behavior changes using the tools of Neuro Linguistic Programming (NLP). I, the Coach, will assist you by listening carefully and offering nonjudgmental feedback, thinking through decisions and asking questions to help you gain clarity, and support you by offering accountability, affirmation and an action plan through the implementation phase, in order to help you achieve your goals for life and work. As the Client, you will set the agenda for our coaching conversations. I expect you to evaluate your own progress and to be proactive in the goals you have defined. Coaching does not offer any guarantee of success.

**Payment Procedure:** Depending on the packages chosen by you, payment is made in advance of our monthly coaching sessions by check or Paypal. The first coaching session will begin after this Agreement is signed and payment is received.

**Cancellations:** If you need to cancel or change the time of a coaching session, I will need 24 hours' notice in order to not charge you for that session. With advance notice of more than 24 hours, you will not be charged and/or I will make every effort to reschedule with you. If I need to cancel a session for illness, travel or emergency, I will make every effort to give you adequate notice and to reschedule with you.

**Termination:** Either of us may end the coaching relationship at any time, with 1 week verbal or written notice. I would like to offer support to all the phases of your work with me as a Coach, including when you decide to leave coaching. I can best support your decision to leave if you give me several sessions notice prior to actually leaving. The notice allows you to leave well, having an experience of completion. Any prepaid fees shall be prorated and returned.



**Confidentiality:** I protect the confidentiality of all communications with my coaching clients. I will only release information about our work to others with your written permission. I will not release any identifying information about you or our work together without your express permission.

**Definition of Coaching:** Although coaching can be confused with other professions such as counseling, my work with you will be coaching, not psychotherapy. My coaching services are intended for well-functioning individuals who want to take action and make behavior changes in the service of their goals for life and work.

**Nondisclosure and Intellectual Property:** I will not voluntarily communicate your future plans, business strategy, customer information or financial information to any other third party. To protect my intellectual property, you agree not to disperse or reuse the coaching materials I may give you, unless you have my written permission.

**Hold Harmless Provision:** You understand that as your Coach, I provide a variety of services as listed above to assist you in achieving your goals. I do not guarantee, and will not be responsible for any damage or loss related to, our coaching sessions. I do not bear responsibility for any consequence and in no event shall be liable for any direct, indirect, incidental, special or consequential damages relating directly or indirectly, to any action or inaction that you take based on the services offered, information provided, or other material obtained through our coaching.

\_\_\_\_\_ Date: \_\_\_\_\_  
Client

\_\_\_\_\_ Date: \_\_\_\_\_  
Phyllis LeFevre, Inspire Momentum