

Coaching Agreement

Client Name:

This agreement is made this ____ day of _____, 20__ by and between _____

(Hereinafter referred to as "Client") and ***Farrah Business Coaching & Consultancy*** (hereinafter referred to as "Coach")

Now therefore in consideration for the mutual covenants and agreements contained herein, the parties agree as follows:

1. The term of this agreement shall begin on _____

The fee for each coaching session is £40.00 per hour.

2. The services to be provided by Coach to the Client will be either in-person or by telephone, as designed jointly with the Client and agreed to by the parties. Client agrees to meet with or call Coach at the scheduled time. **A minimum advance notice of 48 hours is required in order to re-schedule a session.**

3. Client understands and is aware that coaching is a powerful alliance designed to forward and enhance learning, effectiveness and fulfillment. Client understands and is aware that coaching is not advice, therapy or counselling. Coaching may address specific leadership competencies, professional development, general conditions in the client's life that may affect his/her business performance or other areas of value and focus for the Client. Client understands and is aware that coaching is not a substitute for professional advice by legal, medical, financial, business, spiritual or other qualified

professionals. Client agrees not to rely upon Coach as a substitute for professional advice by legal, medical, financial, business, spiritual or other qualified professionals. Client agrees not to hold Coach responsible or liable for the consequences of any decisions made by Client.

4. Throughout the working relationship, Coach will engage in direct and purposeful conversations with the Client. The Client can expect that the Coach will be honest and straightforward in asking questions and making requests. The Client understands s/he holds the power of the coaching relationship. S/he agrees to be willing to explore, experiment and follow through on commitments during and between sessions. The Client acknowledges that deciding how to handle issues discussed in the coaching session is exclusively his/her responsibility.

5. Coach promises the Client that all information provided to Coach will be kept strictly confidential, except as required by law, including that the Client has a professional relationship with Coach. The Client gives Coach permission to list him/her as a client for certification with the Association of Coaching. Client also gives Coach permission to record sessions for audit and verification purposes. This will comply with the Data Protection Act.

6. If the Client or Coach believes that coaching is not working as desired, either party will communicate this concern to end it. The Client and Coach both agree to provide one another with a minimum of two weeks notice in the event either determines it to be appropriate to discontinue the coaching relationship.

7. At the end of the months, the parties will assess the coaching against the defined outcomes and determine whether to complete or to re-contract for additional time.

The signatures of the parties on this agreement indicate full understanding of and agreement with the information and commitments outlined above.

8. For a face to face coaching session, the coach will travel up to 10 miles to meet the client. Any further distance and a mileage charge of 65p per mile will be applied.

9. **PAYMENT MUST BE MADE BY BACS TRANSFER PRIOR TO COMMENCING COACHING SESSION(S). IF A RECEIPT IS REQUIRED, PLEASE LET ME KNOW.**

THIS IS A LEGALLY BINDING AGREEMENT AS GOVERNED BY ENGLISH LAW IN ENGLAND AND WALES. IF YOU DO NOT UNDERSTAND, SEEK LEGAL ADVICE BEFORE SIGNING IT! IF YOU ARE HAPPY TO PROCEED, SIGN IT AND SCAN IT TO: tariq.i.musaji@talk21.com I will sign it and scan it back to you for your records.

Client

Date

Coach

Date