

Contract between <Coach's name> and <Client's name>

This contract is for weekly telephone coaching, each session being of 60 minutes duration.

Sessions will continue until either party feels it is time to end. Both commit to giving full explanation for their reason for ending.

All terms and conditions outlined in this contract are liable to annual review.

Fees

My fees are £***** per month. If a session is to be cancelled, I require a FULL 24 HOURS NOTICE, otherwise the client or sponsoring organisation is liable for the full cost of the session. The client is to pay by cheque or standing order, monthly, on receipt of an invoice.

Confidentiality

As a professional coach, I treat all information disclosed to me as confidential. In any matters of concern to me, I consult with my supervisor and, if appropriate, reserve the right to discontinue the coaching relationship and do my best to find an appropriate coach or other professional to refer on to. If I have serious concern about the client's safety or the safety of others, confidentiality can be broken although I will attempt to resolve the issue with the client in the first instance. Confidentiality may also be broken if required by law.

Contact

I do not break into sessions to answer the telephone and there are times when I am not contactable. To allow messages to get through I have a telephone answering machine. I am also available between sessions should a Client experience serious difficulties which cannot wait until the next session.

Client's commitment:

As with most things in life, the more you put in, the more you will get out of coaching. I will be asking for personal information, for your feelings, beliefs and innermost thoughts. You are free at all times to decide how much to share and how honest to be, with me and yourself. All I insist on is being treated with respect as a fellow human being.

Coach's undertaking:

I will, at all times, give my best advice, suggestions, information and ideas. I am committed to your best interests, but at no time can I be held liable for the results of any actions you choose to take.

I will continue to work for the benefit of my clients through updating of skills, knowledge and personal growth work.

If, for any reason, I become incapable of continuing your sessions, I will give as much notice as possible and refund any fees paid for which no service has been given. In no other circumstances will fees be refundable.

If I feel a tape would be of benefit, and I feel I can provide this, it will be provided free of charge. The services of other professionals may be recommended from time to time.

Signed

Date

Signed

Date