

LIFE COACHING AGREEMENT

This coaching agreement dated _____ is between Joanne R. Kanute, (DBA) Aging with Distinction (coach) and _____ (client).

It is agreed and understood that:

1. Coaching is not therapy, counseling, mental health care, or treatment for substance abuse. The coach is not functioning as a licensed mental health professional, and coaching is not intended as a replacement for counseling, psychiatric interventions, treatment for mental illness, and recovery from past abuse, professional medical advice, financial assistance, legal counsel or other professional service.
2. Coaching is for people who are basically well-adjusted, emotionally healthy, functioning effectively, and wanting to make changes in their lives.
3. Coaching is designed to address issues the person being coached would like to consider in other words, coaching is client-driven and coach-supported. These could include (but are not limited to) career development, relationship enhancement, spiritual growth, lifestyle management, life balance, decision making and achieving short-term or long-term goals.
4. Coaching will be an ongoing relationship that may take a number of months, although either party can terminate the relationship at any time. All or most of the coaching will be through telephone contact.
5. Coaching can involve brainstorming, values clarification, the completion of written assignments, education, goal-setting, identifying plans of action, accountability, making requests, agreements to change behavior, examining lifestyles, and questioning.
6. Coaching is most effective when both parties are honest and straightforward in their communication.
7. **CONFIDENTIALITY** – It is understood that the coaching relationship is a confidential one. The coach will never reveal any information about the client unless wither directed to do so by the client or as required by law.
8. **POLICIES & PROCEDURES**
 - a. **FEES** – the monthly fee is \$200.00 or \$75.00 a session, due on the 1st of the each month. The client pays on time unless prior arrangements have been made.
 - b. Coaching shall begin _____. The agreed-upon day _____ and time is _____ Arizona time. The initial invoice shall be for \$200.00 for three sessions
 - c. **SERVICES** – Included are three coaching session a month, 50 minutes each session, brief spot-coaching phone calls of 5 to 10 minutes in length, and ten email correspondences per month. Any long distance charges for the client's phone usage are the responsibility of the client.
 - d. **SCHEDULE** – Coaching sessions will last 50 minutes and are scheduled for the three times during the month. Days or times may be changed upon the agreement of both client and coach.

- e. This agreement is for the set number of three sessions per month, with a minimum of three months. If either the client or coach are on vacation, the call will be rescheduled for prior to or after return from the vacation.
 - f. Clients need to give **24 hours notice** if a session/call has to be cancelled or rescheduled. Client should call on time so that the full length of the coaching session can be used to the client's benefit. If the client has an emergency, the session will be rescheduled. Otherwise, missed calls care not made up.
 - g. PAYMENT – may be made by phone or via PayPal. The client will have the option of paying via PayPal subscription service. The subscription service is made available for the convenience of the client and can be cancelled at any time.
 - h. The initial term of this agreement shall be the months of _____ and is renewable at the same fee for the duration of the coaching relationship. Should the coaching relationship be discontinued and re-started, the applicable fees current at the time shall apply.
9. SATISFACTION – It is the coach's goal that the client be satisfied with the coaching relationship. If there is ever a matter that concerns the client, the client should immediately bring it to the coach's attention. Every effort will be made to satisfy the client. The client understands that if he/she is not satisfied within the first month, that he or she may cancel future sessions by the third session.
 10. The client understands and agrees to hold the coach and the coach's organization harmless for any action the client take or does not take. The client recognizes the he or she is in full control of their own life and makes their decisions accordingly. The coach's role is simply one of support to assist the client in achieving the goals that client wishes to accomplish. All final decisions to act or not act are the sole responsibility of the client.
 11. A MUST – It is necessary for the client to implement the mutually agreed upon actions to feel that coaching is a success. You have hired a coach to do things differently than before. If you choose not to follow through, the results of coaching may be affected and goals may remain unattained or delayed.
 12. CAN-DO ATTITUDE – The client agrees to arrive for his or her session with a "cando" attitude, acknowledging that no progress can be made unless the client is willing to move forward.
 13. If any section or item in this agreement is found to be inconsistent with any governing laws, the law shall prevail and the remainder of this agreement shall remain in full force and effect.

Client

Date

Coach

Date