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**COACHING AGREEMENT**

**Procedure**

Ideally, we will work together for 3 months, meeting twice a month for a total of 7 sessions. Often, 3 months is a realistic timeframe to develop and accomplish goals. Upon completion of the 7 sessions, some clients decide they would like to continue to meet to work on goals they have already set or to work on new goals.

The initial session may run up to 60-90 minutes because we will be exploring a lot of information at first. Thereafter, follow-up sessions are generally 25-45 minutes each.

**Preparation**

There will be some forms I ask you to complete during our work together. I ask that you come to the coaching sessions prepared with these forms so that we may review them together. This helps us to focus more deeply and progress faster during our sessions and it helps you to gather your thoughts on specific topics before we meet. If possible, it would be helpful for you to email these forms at least twenty-four hours in advance of our sessions.

**Expectations**

The key to an effective coaching relationship is communication. I want you to know that when we work together you enter a “No Judgment Zone.” I will not judge, critique, or grade what you share or your progress. I am there to listen, provide support and guidance, and generally be a resource for what you are hoping to accomplish during coaching.

Please be honest with yourself and me throughout the coaching process. You can expect me to be straightforward, constructive, and confidential. You can say anything to me, positive or negative; this includes letting me know if something makes you uncomfortable or if you do not want to respond to a question. Please let me know if, at any time, you have concerns that we have not addressed.

As your coach, I am a resource for you to use to your best advantage. I will share concepts or insights and ask re-orienting questions that are intended to increase your success in attaining your health goals.

I expect your best and expect you to be willing to grow. From time to time, I’ll make a direct request, like: “Will you accomplish ‘X’ by the end of the month?” You always have the option of accepting my request, declining, or counteroffering something that might be more comfortable.

**Cancellation Policy**

If you need to reschedule any session, please give me 24 hours advance notice. I will always try to give you 24-hour advance notice if I need to cancel for any reason. If you cancel within the 24-period of our scheduled session, I will need to charge a cancellation fee which is half of the scheduled session cost. I understand that last-minute emergencies do come up (on my end as well). Therefore I do allow one freebie during our work together, meaning I will waive a cancellation fee one time during our work together if you do cancel within that 24-hour window.

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**Confidentiality**

I recognize that in the course of our work, you may give me the following: future plans, health information, financial information, job information, goals, personal information, and other proprietary information. I will not at any time, either directly or indirectly, use any information for my benefit, disclose, or communicate in any manner any information to any third party, without your consent. I will not divulge that you and I are in a coaching relationship without your permission. I will hold everything that we say and do confidential unless you present a physical danger to yourself or others. In this case, I will inform legal authorities so that protective measures can be taken. In addition, you should know that unlike a physician or a lawyer, our confidentiality agreement is not protected by law. Should it ever happen, I cannot claim in court to be unable to divulge the contents of our conversations.

**Nature of the relationship**

You are aware that the coaching relationship is in no way to be construed as psychological counseling or psychotherapy. If you feel the need for professional counseling or therapy, it is your responsibility to seek a licensed professional. I can also provide referrals for resources if asked.

I am not a medical doctor or licensed nutritionist and will never give medical advice or nutrition information, but I can provide resources or referrals for professionals should you desire to meet with one.

Coaching results are not guaranteed. You enter coaching with the understanding that you are responsible for creating your results.

**Client Waiver**

Simply stated, you understand that I am a Health & Well-Being Coach, certified through Duke Health and Well-Being. I cannot be held liable for any resources or education I provide during our work together.

The client has read and agrees to the parameters of the coaching practice which have been outlined on the previous pages:

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

Coach Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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