**COACHING AGREEMENT**

 **Cathy Heiliger**

**Life Center Coaching**

**21026 Bentley Dr, Perris, CA 92570**

1. As a client, I understand and agree that I am fully responsible for my physical, mental and emotional well-being during my coaching calls, including my choices and decisions. I am aware that I can choose to discontinue coaching at any time.

I understand that “coaching” is a Professional-Client relationship I have with my coach that is designed to facilitate the creation/development of personal, professional or business goals

and to develop and carry out a strategy/plan for achieving those goals.

I understand that coaching is a comprehensive process that may involve all areas of my life, including work, finances, health, relationships, education and recreation. I acknowledge that

deciding how to handle these issues, incorporate coaching into those areas, and implement my choices is exclusively my responsibility.

This agreement is entered into (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_between

 CATHY HEILIGER/LIFE CENTER COACHING (the Coach), and \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Corporation or Client). These sessions will be approximately 1.0/1.5 hours every week/two weeks/once a month. The fee for each session will be \_\_\_\_\_\_\_\_\_\_\_\_\_ paid either in advance or in weekly increments at the time of session. \_\_\_\_\_\_\_\_\_(Client initials)

**Coach and Client agree to the following:**

EXPECTATIONS: The Coach and the Client will determine at the outset of the coaching relationship what the Client wishes to accomplish. Coach and Client will meet on a regular basis, according to the terms of this agreement. Between coaching sessions, either Coach or Client may initiate additional contact to facilitate the process.

**WHAT YOU CAN EXPECT FROM YOUR COACH:**

I will be committed to helping you achieve your stated outcomes.

I will help you envision options, while leaving the decisions and choice of action to you.

I will offer honest and constructive feedback.

I will hold everything we discuss in complete confidence.

I will hold you accountable and challenge you to achieve your goals.

I will keep our appointments and be available to you as we agree at the outset of our work together.

I will be thinking about the work we do together between sessions and may occasionally telephone or e-mail to check in.

**WHAT YOUR COACH EXPECTS FROM YOU:**

Your commitment of regularly scheduled and uninterrupted time for our coaching sessions.

Your acceptance of responsibility for your own learning, development and progress toward desired outcomes.

Your ownership of the decisions you make and the actions you take as a result of our work together.

Honest and open communication at all times.

Direct and prompt expression of any concerns you may have about the coaching process.

Timely completion of the work on assignments you commit to during our sessions.

Appointments kept promptly as agreed.

A 24-hour cancellation of appointments. **Appointments canceled within 24 hours of scheduled time will be charged the full amount.**

At the end of three months, both the client and the coach will evaluate the relationship to see if it should be extended. If a mutual decision is made to extend the coaching relationship, an agreement for more sessions will be made.

**REFUND POLICY**

If the Coach terminates this agreement mid-week or mid-month, and the Client has paid in advance, a pro-rated refund will be issued to the Client. If the Client terminates the agreement mid-week or mid-month, there will be no refund.

**OTHER**

Throughout the working relationship, the coach will engage in direct and personal conversations. The client understands that successful coaching requires a co-active collaboration approach between client and coach. *In the coaching relationship, the coach plays the role of a facilitator of change, but it is the client’s responsibility to enact or bring about the change.*

Coaching is for individuals who are emotionally and psychologically healthy and want to make changes to move forward in their lives. Coaching is not advice therapy or counseling. The client also agrees to disclose details of any past or present psychological or psychiatric treatment. In entering into the coaching relationship, and signing the agreement, you are agreeing that if any mental health difficulties arise during the course of the coaching relationship, you will notify me immediately so that I can discuss with you an appropriate referral.

I*t is clearly understood by the Client that the coach or lay counselor is NOT an attorney, financial planner, licensed mental health professional or ordained clergy, and that this relationship is not for the purpose of providing psychotherapy. I understand that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association. I understand that coaching is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment and I will not use it in place of any form of diagnosis, treatment or therapy. I promise that if I am currently in therapy or otherwise under the care of a mental health professional, that I have consulted with the mental health care provider regarding the advisability of working with a coach and that this person is aware of my decision to proceed with the coaching relationship.*

I understand that all decisions in these areas are exclusively mine and I acknowledge that my decisions and my actions regarding them are my sole responsibility.

I understand that coaching is not to be used as a substitute for professional advice by legal, medical, financial, business, spiritual or other qualified professionals.

I will seek independent professional guidance for legal, medical, financial, business, spiritual or other matters.

*It is understood that this is for the educational purposes only, and that prayer and occasional appropriate touch may be a part of the process.* The Client assumes full responsibility for decisions made throughout the coaching process and holds the Coach harmless for the outcome of the process. No promises or guarantees have been offered or implied.

This agreement may be amended by a written document signed by both parties. Neither the Client nor the Coach may assign or otherwise transfer any rights under this Agreement without the prior written consent of the other.

Our signatures on this agreement indicate an understanding of and agreement with the information outlined above.

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 Client Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Cathy Heiliger (Coach)

mailto:Info@cathyheiliger.com

<http://www.cathyheiliger.com> \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Printed Name

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 Address

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 City, State, Zip

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 Home Phone

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 Work or cell-phone

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 Date of Birth:

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 e-mail address (please print)

PLEASE KEEP A HARD COPY FOR YOURSELF AND MAIL A SIGNED COPY TO ME UPON AGREEMENT.

THANK YOU!