

Paula Ehrmann & Associates, LLC

303 International Circle, Suite T125

Hunt Valley, MD 21030

443-797-0144

Life Skills Coaching Agreement

Name: _____

Address: _____

Email: _____ Phone: _____

This agreement establishes the expectations and standard for what both the client and coach expect during the coaching relationship. Policies and procedures are outlined as follows:

Client and Coach Relationship

The coach operates from a model designed to allow for the client’s personal growth and behavior changes in order to move the client toward their stated goals. Professional coaching is an on going professional relationship that enables people to produce extraordinary results in their lives, careers, business or organizations. Through the process of coaching, clients deepen learning, improve performance, and enhance their quality of life.

Coaching Process and Accountability

The coaching process is focused on the present and the future, not the past. This helps the client focus on and systematically explore specific concerns and opportunities that are central to agreed-upon coaching goals. The coach demonstrates follow through on actions that the client commits to during previous sessions. Keeping the client on track while developing self-discipline and decision-making skills, the coach positively confronts the client when agreed upon actions are not completed.

Terms of Service

Services are provided as determined most effective by the client’s goals and convenience. This may include a combination of in person, by phone, in groups, or Skype sessions. Payment is due at the time of service by cash, check or credit card. Session fees are based on \$100 per hour.

Scheduling

The coach and client will determine the best time and frequency of session in order to meet agreed-upon goals. If either party is unable to make the scheduled obligation a 24 hour notification is expected. If no notice or less than 24 hour notice is given for a cancellation, the coach will charge full fee for the time arranged. In a true emergency this will not apply. The client will call the coach for phone sessions in a timely manner. Calls delayed by the client will be given a 30 minute window, if no call is received by the coach in this time frame, the session will be charged to the client and rescheduled for another time.

Unscheduled Correspondence

Phone calls and emails will be returned by the coach with-in 12 hours as needed between sessions. This is a courtesy due to the nature of the coach and client relationship and is designed for specific, timely or immediate needs between sessions, i.e. a 5 minute question or short email.

Confidentiality

The client’s identity, relationship and content of the session are strictly confidential except in a situation where such confidentiality violates the law or causes harm. The coach respects the confidentiality of their client’s information, except as otherwise authorized by the client or as required by law. In the event that the client should release basic information to another party, a consent to release that information will be required.

Liability

Clients agree and understand that life coaches are not therapists and are not a substitute for psychotherapy. If a situation arises where medical or psychological intervention is needed, the coach is ethically and legally bound to refer the client to a medical or mental health professional.

Conflict of Interest

The coach will avoid conflicts between their interests and those of their clients. If a conflict or the potential of a conflict of interest arises it will be fully and openly discussed and an agreement will be made in the best interest of the client.

Code of Ethics

Coaches practicing for Paula Ehrmann & Associates, LLC are bound to adhere to the Code of Ethics and Standards of Ethical Conduct as defined by the International Coach Federation. Coaches agree to honor all ethical obligations to their coaching clients and colleagues and to the public at large. Included in the code is the pledge to comply with ICF Code of Ethics, to treat people with dignity as independent and equal human beings, and to model these standards with those being coached.

<http://www.coachfederation.org/icfcredentials/ethics/>

I have read this agreement and agree to abide by its terms and conditions and acknowledge receipt of my own copy of this agreement.

Client’s Signature: _____ Date: ____/____/____

Printed Name: _____

Coach’s Signature: _____ Date: ____/____/____

Printed Name: _____

Comments:

