

### **Coaching Agreement**

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#### **Definition of Coaching:**

Coaching is a partnership, solution focus, result-orientated and systematic process in which the coach facilitates the enhancement of work performance, self-directed learning and personal and professional development of the Coachee. Throughout the working relationship, the coach will engage indirect, personal and often challenging conversation. The coach understands that successful coaching requires an active collaboration between coachee and coach.

Coaching is not therapy, and thus does not aim to treat the psychological problems. The coach shall apply other alternative tools and techniques such as NLP, Hypnotherapy, Time-Line Therapy, Consulting & Training.

The coachee agrees to disclose details of the past and present psychological or psychiatric treatment. If such issue becomes apparent during the coaching relationship, the coach may recommend referral to the appropriate and qualified specialist.

All information about the coach / coachee relationship and any written note remain completely confidential.

The coach plays the role of the facilitator of change while it is the coachee's responsibility to enact change.

### **Responsibilites:**

### As a Coach, I will:

Be clear with you about the coaching relationship, including any expectations. Be prepared for each coaching session maintain complete confidentiality, unless you give me explicit permission to share particular issues with others

#### As a Coachee, I will:

Thoughtfully prepare for each coaching session. Be on time and finish on time. Complete all tasks between each coaching session. Take responsibility for my actions. Surrender to the process, receive, accept and act on feedback. Be open, not withholding any information and truth that could affect coaching results

#### **Location of Session:**

The parties agree to engage in coaching program though one-to-one meetings or Coachee will book sessions by sending emails to jameshartland@hotmail.com in advance based on Coach's available time.

#### **Schedule & Investment:**

Package of 3 hours for USD 250. This package should be completed in 6 weeks. If Coach travels to a coaching location an extra fee may be applied but will be discussed with Coachee.

#### **Terms & Conditions:**

# **Cancellation Policy**

Coachee agrees that it is the Coachee's responsibility to notify the Coach a minimum of 24 hours in advance of the scheduled meetings if the Coachee wishes to cancel a meeting by email.

Coach reserves the right to bill the Coachee 100% coaching fee if there is a no show or cancel in less than 24 hours before session because of time wasted by the coach waiting.

### **Termination of This Coaching Agreement:**

Coachee must continue and finish all coaching sessions and pay all the fees on time, that was originally agreed in this agreement either they complete the session or not.

### **Limited Liability:**

Client is responsible for creating and implementing their own physical, mental and emotional well-being, decisions, choices, actions and results. As such, the Client agrees that the Coach is not and will not be liable for any actions or inactions, or for any direct or indirect results of any services provided by the Coach and does not prevent, cure or treat any mental disorders or medical diseases.

# **Guarantee Result:**

100% result guaranteed if Coachee does all the tasking agreed upon	
Signature of Coachee	Date
Signature of Coach	Date