



COACHING AGREEMENT

This agreement between Synergy Wellness Center and _____, (client) and will commence in _____ of 2020.

Services

The service provided to the client by Synergy Wellness Center as designed jointly with the client, may address business, professional, personal issues. Coaching sessions may be in person or via telephone, Skype, whichever the client prefers.

The Coaching Structure

Coaching provides a structure of support to help you focus and achieve the outcomes you desire. As a client, you bring the agenda to the coaching. The more specific of an agenda you bring to each session, the greater the value you will receive. An underlying principle of coaching is that you have the answers that are most valuable and relevant to your life. Part of the Coaches job is to ask questions to help you find the answers that are most valuable to you. Our Coaches will also work to help you keep true to your values and help you to stay on track to get the results you want and to live the life you desire.

Confidentiality

What you say within our coaching relationship is completely confidential and it will always be held in complete confidence, within the limits of the law.

You need to be aware that coaching is not protected from subpoena. It is not a privileged relationship. As such, our Coaches may be required to release records and testify. Therefore, our notes will be kept to a minimum.

From time to time, your Coach may explore an issue with a fellow coach to serve our clients better. We ask for your permission to discuss issues in service to you, with the understanding that we will share limited information that is situational and will not identify you.

Client Initials _____

Rates

Discovery Session: This is a time for us to get to know each other, discover how coaching will work for you, design our alliance together and introduce you to some agreements and issues unique to coaching. The Discovery session will take between 1 to 1½ hours. The fee for this session is \$125.00. Ongoing sessions have the fee of \$100 per 60 minute session.

Availability and Cancellation Policy

Our Coaches commit to be available at the appointed date and time of scheduled sessions and we ask that you do the same. Synergy Wellness Center may ask for a credit card to at the time you schedule your appointment to hold your appointment. You will not be charged until your appointment is held. In the event that you need to cancel, we ask that you provide at least 24 hours advance notice of the need to cancel in order to avoid a cancellation charge.

If you cancel an appointment with less than 24 hours advance notice, there will be a 50% cancellation fee. If you do not attend a scheduled appointment (no call, no show), you will be charged 100% for the appointment. At our discretion, this charge will be either automatically deducted from an existing payment method, and the fee must be paid prior to your next appointment.

Additionally, we ask that you give four weeks' notice if you wish to take a break from or end the coaching agreement, so we can properly finish off anything we are working on.

During the COVID-19 Pandemic, we have revised our Cancellation Policy as follows:

Amid the ongoing uncertainty of COVID-19, we have **modified** our cancellation policy to offer greater **flexibility** to all our clients. We hope this will alleviate any stress and hesitation you have about an upcoming appointment. If you need to reschedule for whatever reason, and especially if you are not feeling well, we understand and request for you to please contact us as soon as possible to reschedule. To further support you, there will be no penalties for cancellations.

If you are experiencing a fever, cough, or sore throat, please reschedule your appointment for when you are no longer symptomatic. If you have been to a COVID-19-impacted area or have been in close contact with a person infected with COVID-19, we ask that you please reschedule your appointment for 14 days past the date of contact. Please note, we are requesting that clients wear face coverings when they arrive for their appointments.

Coaching is not Psychotherapy

Professional coaching is the art and science of assisting healthy and effectively functioning individuals move forward and gain more meaningful and satisfying outcomes in their lives, careers, businesses and organizations. Coaching is not the practice of psychotherapy.

Therefore, clients should have no expectation for a coach to provide any assessment or counseling to assist them in understanding conscious or unconscious motivations; to resolve emotional, relationship or attitudinal conflicts; or to modify behaviors that interfere with effective emotional, social or intellectual functioning.

Client Initials _____

Commitments

In coaching, our goal is to help you move forward on the agenda you bring to coaching. We want to help you bring out the very best of yourself. Our method is to ask questions, to help you focus, learn, prioritize and motivate yourself to achieve the goals you seek. Obviously, the ultimate responsibility for achieving your goals rests with you. As so much of the success of your coaching depends on you, we cannot guarantee specific results.

Finally, coaching is a very rewarding journey and we are honored to be asked to take it with you. It is my desire that you will look back at this as a one of the best decisions you've made for your yourself and/or your company.

Your signature on this agreement indicates full understanding of the services to be provided and agreement to comply with the requests herein.

Client's Signature

Date

Client's Name Printed

Life Coach
Synergy Wellness Center

Date

Client Initials _____