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INDIVIDUAL COACHING AGREEMENT & INFORMED CONSENT

Welcome to FLCC, a professional career coaching service. This Coaching Agreement (“The Agreement”) constitutes a contract between FLCC (“The coach”) and you (“The Client”). As The Client, you should read it carefully and understand all terms and conditions before accepting.

Services: FLCC provides individual coaching sessions for \$250.00 per 1-hour session, to aid clients in the development and implementation of strategies to help reach identified goals of enhanced performance and personal satisfaction. Coaching may address a specific project, life balance or job performance, or general conditions in your life, business, or profession.

Agreement / Payment Procedure:

- The Agreement between The Coach (FLCC), and The Client (you), will begin upon acceptance of the terms of this agreement along with payment prior to the meeting.
- Each 1-hour session is two hundred fifty dollars (\$250.00) payable in advance.
- Upon acceptance of these terms, a link will be provided to schedule and pay for your 1-hour coaching session.
- The Agreement will continue until either party terminates the coaching relationship. See the terms for termination below.

Feedback: If, at any time, you, The Client feel that your needs are not being met or you are not getting what you want out of the coaching, please tell us, so we can discuss your needs and adjust.

Session Time: Coaching is scheduled in 1-hour blocks at the mutual convenience of The Coach and The Client using a Calendly link.

Session Procedure: The Client will have the option to meet via Microsoft Teams or in person. When selecting to meet via Microsoft Teams, a meeting link will be provided upon scheduling a session.

Cancellations: If you need to cancel or change the time of an appointment, you must give forty-eight (48) hours prior notice with acknowledgment of receipt of your cancelation or change, otherwise you will be charged for the session in full. The Coach will make reasonable efforts to reschedule sessions that are canceled in a timely manner.

Termination: Either party may terminate the coaching relationship for any reason by providing the other party with a written notice, which may be transmitted by email with a confirmation of receipt.

Confidentiality: As a career coach, it is my duty to protect the confidentiality of communications with my clients. I, The Coach, will only release information about our work to others with your written permission or if I am required to do so by a court order. There are some situations in which I am legally obligated by Federal and state laws to breach your confidentiality in order to protect others from harm, including the following: (1) If I have information that indicates a child, elderly or disabled person is being abused, I must report that to the appropriate state agency; and; (2) If a client is an imminent risk to him/herself or makes threats of imminent violence against another person, I am required to take protective actions. These situations rarely occur in coaching practices, but if such a situation does occur, I will make every effort to discuss it with you before taking any action.

If a group session is requested or incorporated into your coaching sessions, you, The Client, agree to maintain the confidentiality of all information communicated to you by other coaching clients and by your Coach. It is understandable that progress is often enhanced when clients discuss their coaching relationship with trusted colleagues and friends. You can have these discussions with trusted colleagues and friends, but you agree not to share any information which would allow others in the group to be identified.

The Client should be aware that it is impossible to protect the confidentiality of Client information which may be transmitted electronically, i.e, electronic mail and other information stored on computers connected to the internet, by mobile telephones and similar telecommunication and computer equipment. Therefore, it is agreed between The Client and The Coach that unless The Client utilizes encryption and others forms of security protection, The Client waives any action legal or otherwise against The Coach and holds The Coach harmless for any interception of Client information resulting from the use of the above-mentioned equipment.

In addition to being a Coach, I, The Coach, adopt *The International Coach Federation's* definition of coaching quoted in part which is as follows:

Professional Coaching is an ongoing professional relationship that helps people produce extraordinary results in their lives, careers, businesses and organizations. Through the process of coaching, clients deepen their learning, improve their performance, and enhance their quality of life.

In each meeting, the client chooses the focus of conversation, while the coach listens and contributes observations and questions. This interaction creates clarity and moves the client into action. Coaching accelerates the client's progress by providing greater focus and awareness of choice. Coaching concentrates on where clients are now and what they are willing to do to get where they want to be in the future. Coaches recognize that results are a matter of the client's intentions, choices and actions, supported by the coach's efforts and application of the coaching process.

You can expect that I, your Coach, will be honest and direct, asking straightforward questions and using challenging techniques to help you move forward. You are expected to evaluate your own progress; and if the coaching is not working as you wish, you immediately inform me, your Coach, so that we can both take steps to correct the problem. As with any human endeavor, coaching can involve feelings of discomfort and frustration that may accompany the process of change. Coaching does not offer any guarantee of success.

It is understood and agreed to by The client and The Coach that if either of us recognizes that you, The Client, have a problem that would benefit from psychotherapy, I, The Coach, may refer or direct you to appropriate resources in addition to or in lieu of coaching.



Mutual Nondisclosure: The Coach and The Client mutually recognize that they may discuss The Client's future plans, business affairs, customer lists, financial information, job information, goals, personal information, and other private information. The Coach will not voluntarily communicate The Client's information to a third party. In order to honor and protect the Coach's intellectual properties, The Client expressly agrees not to disclose or communicate any proprietary information about the Coach's practice, materials, or methods to any third parties. The Coach and The Client agree to be bound by this mutual nondisclosure agreement during and after the termination of the coaching relationship.