



COACHING CLIENT INFORMATION

Private Coaching Agreement

NAME: _____

ADDRESS: _____ CITY / STATE / ZIP: _____

PHONE: Home: _____ Work: _____ Cell: _____

Is it ok to leave a message at Home: _____? Work: _____?

MARITAL STATUS: _____ E-MAILADDRESS: _____

D.O.B: _____ AGE: _____ OCCUPATION: _____

EMPLOYER: _____

NATURE OF BUSINESS/POSITION: _____

ADDRESS: _____

EMERGENCY CONTACT: _____ PHONE: _____

RELATIONSHIP: _____

Where did you hear about our services? _____

Have you experienced coaching, counseling or career counseling before? If so; please describe: _____

_____ Are there any

medical conditions you are currently seeing a doctor for? If yes, please describe: _____

METHOD OF PAYMENT: Check Cash Credit Card
Note: Payment is due at time of service or via our payment gateway at www.therapy121.com unless otherwise agreed upon by provider.



CLIENT COACHING AGREEMENT

Welcome to coaching! We are so excited to have you as a client. In order to build a truly trusting and authentic coaching relationship, it is really important that we have a clear and transparent understanding about our work together.

Please read the agreement carefully before signing.

Therapy121 will provide life, career, spiritual, and holistic services to the Client in accordance with the terms herein. Such services will primarily take the form of Skype consultations. Typically, a single Skype session will last 1 hour, however the Parties may agree to meet for longer or shorter sessions.

Meetings will be scheduled as agreed upon by the Parties. Often clients re scheduled for one (1) session per week at a mutually agreed upon time, however the Parties may agree to meet more or less frequently.

The methods of coaching vary from client to client. *The Coach* and the Client will collaborate to create an outline of goals for the Client and create a plan to reach those goals.

In order for the coaching to be most successful, the Client must actively participate and continue to work on things discussed by the Parties both during the Skype sessions and outside of sessions. Coaching is not the same as psychotherapy. In some cases, clients have needs that would be better addressed through traditional therapy. In the event that the coach believes the Client would benefit from psychotherapy, *Therapy 121* will recommend therapy as an alternative or supplement to the coaching.

Nature and Length of Sessions: *Therapy 121* Coaching is committed to results and making each and every session meaningful and productive. We ask you to take responsibility for creating value and results for yourself. *Therapy 121* has professionally qualified Life, Career, and Holistic coaches. It is primarily up to you to commit to doing the work and apply what you have learned to your everyday life. It is your responsibility to ask for what you want in each session and give your coach feedback about what works or doesn't work for you and if there is any more effective way they can assist you.



Your Coach will usually request an initial verbal contract about the nature and length of your work together.

Shortterm Coaching: Clients participate in coaching anywhere from 6 to 8 onehour sessions or 12 to 16, one hour sessions.

Longterm coaching: is scheduled on an ongoing weekly basis. Each session lasts 1 hour depending on the results you wish to obtain and the time frame you have allotted for your sessions, which you will decide when making your appointment.

Sessions: We are committed to bringing you the very best coaching/results and therefore it is extremely important for you to keep your regularly/scheduled appointments, as the results of our work together are cumulative. The best results usually happen because of your consistency, commitment and follow through.

Missed Appointments: We understand that emergencies can happen to anyone;; therefore, if an emergency keeps you from attending a session, please call whenever possible to let us know of the circumstances. Such events as death in the family, serious accidents, serious illness and hospitalization are considered "emergencies";; otherwise, your appointment is reserved strictly for you. ***Please call to cancel at least 48 hours in advance or the full amount of a missed appointment fee will be charged.***

Payment: Payment is due when services are rendered. This means each office visit or phone session will be accompanied by full payment unless other arrangements have been made prior to this visit. Your fee for coaching is _____ ***per session***, or _____ ***per month***. If you choose to purchase a block of sessions, this is a solid commitment to complete our work together. If you choose not to follow through on this commitment, ***no refunds will be granted*** (for any remaining portion of the block of sessions).

Communication: Communication is extremely important to us. Please feel free to leave messages on our voice mail. Our *Therapy 121* number is ***1 415 590 9735***. If your call is ***urgent***, please let us know and we will call you back as soon as we possibly can.



Unscheduled Assistance: All *Therapy 121* Coaches care about their/clients and are happy to support you briefly (10 minutes or less) over the phone when your coach is free of other commitments. If we do have an extended telephone consultation, this will be billed at the rate of your individual sessions in 15-minute blocks.

Confidentiality: Whatever we discuss is strictly confidential. If you wish for us to make contact or do research for you or leave messages with others, we will need a release giving us permission to do so.

Confidentiality is essential in a coaching relationship as part of building trust. However/confidentiality is not absolute, and there are exceptions. Sometimes, in the public interest, coaches may need to make a referral to an agency or organization (for example doctor, police or social services)when there is a serious risk of imminent harm to their clients or to others, for example where a client is seriously mentally ill and needs hospitalization, or in cases of child or elder abuse. These referrals are usually (but not always) made with the client's knowledge and consent. This decision will depend on the particular circumstances of each client.

There may be times when a coach is required by law to break confidentiality, for example, about terrorist activities. It may also be a criminal offence to 'tip off' a client when such a disclosure has to be made. Disclosures may sometimes be made at the client's request, for example/where a client asks for help when they are the victim of abuse or for an assessment or report to help with a court case involving a claim for damages by the client. You and your coach should talk together in your first session and reach agreement about the limits of confidentiality for your work together. Coaches do not make telephone calls or engage in discussion about you to your doctor, employer, partner, family members, friends or to other agencies to find out, clarify, or add to your personal information without your knowledge. This would be an absolute breach of confidentiality and trust. However, there may be some circumstances when your coach may be obliged to disclose information but your coach should discuss this with you when agreeing your contract.

Termination: Because a good termination process is important to your personal growth, you are asked to give a onesession notice. This is so that we can review goals, make recommendations for further steps you can take, and say goodbye and create our ending in a meaningful and complete way.



Updating Personal Information: Please keep us informed of your address and phone number so we can stay in communication. We are very interested in your ongoing progress. We appreciate your contacting us by phone or email every 3 months and letting us know how you're progressing toward the goals we established during our work together.

BY SIGNING BELOW, YOU CERTIFY THAT YOU HAVE READ THIS AGREEMENT, THAT YOU KNOW AND UNDERSTAND THE MEANING AND INTENT OF THIS AGREEMENT AND THAT YOU ARE ENTERING THIS AGREEMENT KNOWINGLY AND VOLUNTARILY.

Client's Signature: _____
Print Name: _____
Date _____

Coach's Signature _____
Print Name: _____ Date _____

