

COACHING Agreement



Amanda Leighton

Business Coach & Speaker

This agreement is between Amanda Leighton ("Coach") and "Client". Both parties agree to the following:

COACHING PRACTICE & RELATIONSHIP:

Coaching is a relationship between the Coach and the Client to facilitate the process of professional growth and development. The Client and Coach agree that the coaching relationship will be designed together.

Coaching is for individuals who are emotionally and psychologically well and who want to make changes and move forward in their lives. Coaching is not mentoring, advice, therapy, or counseling.

By entering into this relationship, the Coach and Client acknowledge that the client wants to make significant progress and/or change in his/her life and that progress and change happens at rates that are unique to each individual.

COACHING SESSION PROCEDURES:

Coaching sessions are conducted in-person, by telephone, and/or telepresence (ex: Zoom).

- For clients local to Renton, WA, it is the Client's responsibility to initiate the coaching session by arriving in-person at the scheduled time.
- For non-local clients or local clients who prefer not to meet in-person, the Coach will contact the client at the scheduled time.

If the Client is more than 15 minutes late for the coaching session, the Coach will assume the session is cancelled and the Client will forfeit the session fee. The missed call will be rescheduled after a payment of \$100 is received. If the missed call cannot be rescheduled within the same week, the rest of the scheduled sessions will need to be rescheduled.

Cancelling and/or rescheduling a coaching session is easily done with appropriate notice. Please allow at least 24-hour notice to appointment changes. If a client cancels a call without a 24-hour notice for non-emergent reasons, the missed call will be rescheduled after a payment of \$100 is received. If the missed call cannot be rescheduled within the same week, the rest of the scheduled sessions will need to be rescheduled.

The Coach has the right to terminate the coaching relationship at her discretion at any time and for any reason. If this occurs, there is no refund. If the client was doing a payment plan at the time of termination, the full balance is due immediately upon termination. Upon termination, all access to all materials will be revoked.

CONFIDENTIALITY:

The coaching relationship is built on trust. The Coach agrees to keep all information about and conversations with the Client private and confidential. No personal ideas, information, thoughts, or experiences expressed by the Client will be shared with anyone without the permission of the Client. Confidentiality is the Client's right, regardless of who is paying the coaching fees.

From time to time, the Coach may share the nature of the coaching session, without any Client identifying details, with either another coaching professional or mentor for the purpose of the Coach seeking guidance or with students and readers for educational purposes.

Confidentiality exceptions include:

1. Information requested through a court order or subpoena
2. If the Client is a danger to themselves or others
3. When there's more than one person present in the room listening to the coaching session
4. When the coaching session is being recorded (Coach is required to make Client aware if the session is being recorded.)

PAYMENT DETAILS:

All fees are expressed in USD and are to be paid in advance in full before the first session call. Payments may be made by debit or credit card only.

Payment plans are available. All payment plans must be completed within four months unless other arrangements are made. All payment plans require a 25% deposit.

If Client has chosen the payment plan option, the payment terms do not change if Client decides to postpone sessions. If in the unlikely event that the Coach postpones sessions, the payment terms will adjust accordingly to accommodate Client.

Client Name: _____

Client Signature: _____

Date: _____