

Coaching Agreement



Introduction. We are looking forward to coaching you during this season of your life! If you're wondering, People Launching approaches coaching as simply a series of conversations where we help you launch into a greater vision for your life. To get this exciting adventure started, here are a few guidelines we need to establish to ensure that our working relationship is as productive as possible. If you have any questions, please reach out to Amelie Sargent at amelie@peoplelaunching.com.

Trust. The coaching relationship needs to be built on genuine respect and integrity with one another. We also seek to speak with acceptance, openness & in a straightforward manner. Therefore, if at any time you are dissatisfied with something, please bring it up! Your coach will work with you to resolve any difficulties.

Confidentiality. Although we may publicize that we are in a coaching relationship and People Launching's board and staff may be privy to client information, no third parties will be given any information about this coaching relationship without the client's permission. Confidentiality will be upheld between People Launching and the client unless required by law or there is a threat to someone (ourselves, another, etc.).

Motivation. It is imperative that you apply yourself if coaching is to be successful. That means you need to be excited, ready to act, take responsibility for the areas listed below and willing to be held accountable for the work you've agreed to. Again, this is critical.

Preparation. The coaching work will be purposeful, goal-oriented and

often dependent on you doing some 'homework'. Sometimes it will be very broad in scope, requiring that you take time to assess where you are in light of your goals. Either way, your real growth will come from the work that you do in the time between the appointments. Your coach may not have the answers you are looking for, but they will partner with you as you seek them from the One who certainly does.

Appointments. Most sessions will be roughly 60-75 minutes in length except for Life Story and Motivated Abilities, which are 90 minute sessions. These will be conducted in person, on the phone or over Zoom (see our "New Clients" page for downloading and meeting information). Cancellations need to be made at least 24 hours in advance. Cancellations within 24 hours or missed appointments will not be refunded.

Rates. Please see our fee schedule or talk to us about your rates. While our rates may change during this agreement, we'll communicate that to you upfront.

Additional Time. You are encouraged to contact your coach between scheduled calls by email, text or brief calls with questions, struggles, or to celebrate successes. If a phone call or Zoom meeting is under 15 minutes, there is no charge. We enjoy providing this extra level of service and find that those who use it seem to make greater progress.

Training and Credentialing. We train other coaches and future employees to do what your People Launching Coach does. Periodically, we may ask if one of them may sit in for observation. There is no requirement upon you that you agree so feel free to decline if you desire. Second, we are always working on improving our skills. There will be times that our continuing education or ICF credentialing requires us to report who we've coached, but not the contents of our sessions.

We will give your name, dates of the coaching relationship, total hours

coached and your contact information. You may be contacted by ICF to verify that you were indeed coached by a coach at People Launching. But rest assured, your coaching will remain confidential by your coach as well as those that are in training.

Professional Services. Coaching is not therapy nor to be used as a substitute for professional advice by legal, mental, medical or other qualified professionals, and we encourage you to seek independent professional guidance for such matters. As such, we are not liable for any actions or inaction, or for any direct or indirect result of any services provided. Furthermore, if you are currently under the care of a mental health professional, we would like to know and recommend that you inform the mental health care provider of our relationship.

HAVE YOU READ AND DO YOU AGREE TO THE ABOVE?

SIGNATURE _____

DATE _____

PRINT NAME _____

PHONE _____

EMAIL _____

Please sign, scan and return to Amelie Sargent at amelie@peoplelaunching.com