

CLIENT NAME: \_\_\_\_\_

CLIENT'S EMAIL: \_\_\_\_\_

START DATE: \_\_\_\_\_

**LIFE COACHING OVERVIEW:** I am looking forward to being your coach. Life coaching is a synergetic relationship between me the Coach and you the Client. In some situations a third party (Sponsor) is the person requesting coaching, like for a business, or a parent paying for their child. In all situations we will design an alliance. Each coaching session is confidential, unless specifically written in our agreement. As a certified coach I am honored to be bound by the Core Competencies established by the ICF (International Coaching Federation), which includes the Code of Ethics.

**PAYMENT PROCEDURES:** Payment is required before the coaching sessions. Client agrees to send a check written out to Mary Aleckson, Life Coach made out for the monthly fee and must be received five days before the coaching session. When a credit card paying system is developed, I will alert you to this alternative method of payment. (Please note a no-show is considered a paid session)

**FEE PLAN:**

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**RESCHEDULING:** If you need to reschedule your call or meeting, please give me at least 24 hours notice. If you have an emergency, we'll work around it. There may be a time where I am forced to reschedule as well, but I will let you know at least 48 hours in advance.

**PROCEDURE:** Client will call (608-212-3411) or I will call you once I receive your number and we can meet for coaching at a pre-arranged time for our scheduled session. Please feel free to email me any time at ([Mary@FamilyLifeCoachingMatters.com](mailto:Mary@FamilyLifeCoachingMatters.com)) and I will respond within 24 hours, excluding weekends and holidays. Session cancellations must be made 24 hours in advance. All make-up calls must be completed within the current month.

**SESSION TIME:** Duration of each coaching session usually runs from 30 – 45 minutes. If a topic is pressing and goes over time, and I do not have back-to-back sessions, I will allow time to extend to 60 minutes (or more).

*Mary Aleckson: 2920 Town Hall Road, Mount Horeb, WI 53572*

**ADDITIONAL TIME:** I offer 10-15 minute sessions in between sessions as needed during business hours. You are always welcome to call between our coaching sessions if you need support, have a challenge or can't wait to share a success. I enjoy hearing from my clients and wish to assist where I can, therefore I do not bill for this additional time.

**CONFIDENTIALITY:** The coaching relationship is built on trust. I (Coach) recognize you (Client) may have the following: Future plans, business affairs, customer lists, financial information, job information, goals, personal information and other propriety information. I (Coach) agree to keep all conversations and information with you (Client) private and confidential. No personal ideas, information or thought expressed will be shared with anyone except with the permission of the client.

**CHALLENGES:** Coaching for individuals who are emotionally and psychologically healthy and who want to make changes and move forward in their lives. Coaching is not advice, therapy or counseling. Should the client feel the need for professional counseling and therapy, it is therefore the responsibility of the Client to seek such services.

**NATURE OF THE RELATIONSHIP:** The Client enters into coaching with the understanding that they are responsible for creating their own results. The Client is hiring Mary Aleckson for the purpose of guiding and supporting them in the process of developing and reaching intended goals and the Client understands that coaching results are not guaranteed.

**TERMINATION:** The term of this relationship is on a month-to-month basis, unless spelled out in this contract. For example: Three sessions, one a month, for three months. If for any reason you are not satisfied with the coaching results, please bring it to my attention so we can work as a team and revisit our designed alliance for changes or additions. If your desire is to cancel the coaching, please allow us to close in an amiable manner so that in the event you choose to return, even for one session; let's allow that door to remain open.

*I believe that each of my clients is a unique, creative and responsible person who is in charge of moving their own life forward. I very much look forward to working with you.*

Our signatures on this agreement indicate full understanding of and agreement with the information outlined above.

\_\_\_\_\_  
Coaching Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personal Life Coach

\_\_\_\_\_  
Date

