

Clearly Creative Space Coaching Agreement

Name of Client: Robin Clarke
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Contact email address: robinclarke99@gmail.com
Date of first meeting: Tuesday 28 November 2023

Career Catalyst 12 Week Programme

1 x 1.5hr Discovery Session followed by 4 x 1hr Coaching Sessions, with support between.

The Coaching Relationship

The coaching relationship is a collaborative partnership where the agenda is set by you, the Client. As your Coach I will help you identify your goals, the resources and skills you have and those you need to acquire, and define the actions you need to achieve these identified goals.

I am not promising outcomes included (but not limited to) job acceptances, new clients, increased profitability and/or business success. You discharge me from any claim to compensation for results that may arise from the advice given by me during our coaching relationship.

Career coaching and mentoring is a different practice to life coaching or counselling. I am not acting as a mental health counsellor or a medical professional. If a need or desire for counselling is identified, it is your responsibility to seek these services from a licensed professional.

Meeting Procedure

We will treat each other with respect. As your coach, I will remain objective, listen carefully and check understanding, and challenge constructively, to explore alternative solutions.

As my client, you will be open to hearing criticism to new ideas and be willing to explore areas that may not seem relevant at the time. Both parties will ensure that the meeting is not interrupted to give full attention to the interaction. You will try to the best of your ability to execute the agreed action points set out at the end of each session.

The day and time for the next session will usually be agreed at the end of each coaching session.

Location

We can meet in any location that you feel comfortable talking frankly about your challenges. It can be liberating getting out of your own work environment and having the session in a café. Sometimes it's helpful to have space to write on large sheets of paper or on a whiteboard. We can choose the location as suits you. We also meet online via Microsoft Teams.

Payment

Payment can be in full or by instalment, paid in advance of the sessions. My bank details are on the invoice. If your company is paying for your coaching, I will send an invoice for an agreed number of sessions in advance.

Missed Meetings

Life is imperfect, and I will try to accommodate changes in circumstance. However, sessions cancelled or rescheduled with less than 24 hours' notice may incur a 50% cancellation fee based on a £120 hourly rate.

Breaks in the Programme

Coaching only works when you have the time, energy and resources that you need to commit to taking actions. Should you want to pause the coaching, then let me know by email. It may be useful to have a conversation about your reasons, as this might unlock something about your situation for you. However, we can hit pause and start again when you're ready to continue.

Programme Refunds

My coaching programmes are 12 weeks. The first third of the payment covers the initial discovery coaching session of 90 minutes, plus the setup of your portal, and so is non-refundable. Should you find at the end of the first 4 weeks you wish to cancel then you should request this in writing. You will be entitled to a pro-rata refund on any unused weeks.

Confidentiality

In the sessions you may divulge future plans, business affairs, job information, and personal information. I will treat this information as confidential, and will not use this for my own benefit, or disclose it to a third party. I will not disclose that we are in a coaching relationship without your expressed written permission. Exceptions to this would be in the event of:

- You demonstrate a risk of harm to yourself or to others
- You reveal illegal actions

I reserve the right to discuss your development with my coaching supervisor under the same confidentiality terms as above, in order to improve and develop my coaching practice. I also reserve the right to use anonymised case studies to improve my practice.

Data Security

As coach, I will store, and dispose of any records created during coaching in a confidential and secure way which complies with applicable data protection laws and agreements.

Ending the Coaching

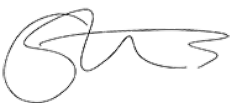
Either party can end the coaching work. It is helpful for the Coach and Client to discuss the reasons for the ending of the work.

Agreement

I, the undersigned, have read and agree with these ground rules for Coach and Client.

Signed Client

Date



Signed Coach

Date 24 November 2023