

CONFIDENTIALITY AGREEMENT & COACHING CONTRACT TEMPLATE

THE ACHOLOGY SAMPLE COACHING AGREEMENT

First and foremost, the coach adheres to the values and principles laid out in the Achology Manifesto - <https://achology.com/#manifesto> - please read the manifesto and discuss with your coach to ensure you understand its' meaning and implications.

NATURE OF THE COACHING RELATIONSHIP

Coaching is a process in which the client wishes to achieve personal growth in their life and the coach is there to act as a guide and to provide structure and method to the process of analysing the challenge and aiding the client in developing strategies and ways of thinking to accomplish this change. It is the client who achieves change, the coach can not ever do this for the client.

Coaching can involve any aspect of the client's life, including mental, emotional, physical, relational and financial. The client retains full responsibility for all of these, their own well-being and is solely responsible for any actions or decisions they take as a result of the coaching process. The client recognises that the coach is not and can not be held liable for any action or inaction or any direct or indirect result of the coaching process. The client recognises that coaching cannot 'cure' anything, mental or physical and is not a replacement for therapy or medical help.

CONFIDENTIALITY

It is essential that confidentiality be maintained and trust established between coach and client. Our work together will remain completely confidential, and what is discussed in session will not be discussed outside of that session. The only exception to this rule is where a coach may discuss issues arising from sessions with their own mentor or coach, although when this happens anonymity is maintained.

RECORD KEEPING AND DATA PROTECTION

The coach may take notes in sessions in order to better understand the client and aid in preparation for subsequent sessions. These notes will never be passed on to a third party. Any notes will be retained for the period of coaching, and then a period of __ years, in case the client wishes to return to coaching at a later date.

Within our strict code of confidentiality, the coach will need to keep your name, contact details, and attendance data on record in my office. The coach keeps a record of all appointments offered, attended, and cancelled, and of the payments made. I do this so that we can run an efficient appointments system and make sure that the premises are safe for everyone.

Subject to local regulation, You have a right to see all of your notes and records. If you would like to see the information that the coach may have about you, please ask at any point throughout the counselling process.

In accepting the offer of coaching you agree to these records been kept.



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COACHING FRAMEWORK / PROCEDURE

This may vary on a case by case basis. It is possible for coaching to be approached on a session to session basis, or in blocks of sessions. By its nature, coaching can be open ended, but committing to blocks of coaching may reap greater rewards as it represents a greater investment in the process on the part of the client.

Complete as appropriate:

We will work on a: (delete as appropriate)

Session to session basis

Commit to ___ number of sessions over a period of ___ weeks 'a block'

Enter the details of the agreed process by which sessions will be arranged (e.g. by email/ phone call etc)

Each session will be ___ minutes long.

AGREED FEES

Price per session ___
Price per block ___

The fees are payable in advance for a block, and at the completion of individual sessions, or by other arrangement detailed below:

CHANGES

Session to session arrangements can be cancelled at any time with at least ___ hours notice prior to an arranged session. Where a block has been paid for, cancellation is not possible as it would defeat the purpose of committing to a block. However, changes in session times should be made ___ hours before the agreed time and in accordance with agreed procedure. A break in a block may be arranged by mutual consent.

PROBLEMS

If at any time you experience problems with the coaching process, it is best to bring it up with the coach and attempt to overcome any obstacles that have arisen. The coach and client undertake in good faith to resolve any problems to the best of their ability and to the satisfaction of both parties. If in the unlikely event a problem still remains, we recommend that the parties seek mediation from an impartial third party.



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THE UNDERTAKING OF THE COACH

I undertake to act to the best of my ability as your coach and to work with you to help identify your personal and professional goals. I undertake to offer you my full and undivided attention during our sessions together, to offer no judgement, only observation. I will never tell you what to do, as you will always decide for yourself, I will only seek to help you explore the possibilities available to you. I promise to adhere to the values and principles of the Achology manifesto, and to do my very best to ensure you have a productive and transformative experience in alignment with your own values, goals and stated desires. I will be totally committed to your desire for change and fulfilment and celebrate your every success.

I can not offer any expertise in relation to mental health or physical health, and if these are issues I will always advise you visit a relevant professional.

I look forward to a fulfilling and exciting coaching journey with you.

Name:

Signature:

Date:

THE UNDERTAKING OF THE CLIENT

I am motivated and committed to the coaching process. I understand that in order to achieve results, my full participation and commitment will be required.

I accept full responsibility for myself and any actions I take that might result from Coaching and I promise that I am healthy enough physically and mentally to engage in coaching. I know that I must take responsibility for my life in order to empower myself to achieve the change I wish to make and that no one else can do this for me.

I can afford the Coaching fee at this time. I agree to honour my scheduled session times, and I can afford the fees for coaching at this time. If my circumstances change I will tell my coach as soon as possible.

I have read and agree with the Coaching Agreement.

Name:_____

Signature:_____

Date:_____

This agreement is provided as guidance only, and we would advise that you research the relevant local laws and regulations in your country or state to ensure that your coaching agreement is appropriate for local conditions.

You may also wish to include any details about relevant insurance information as well as personal training and qualifications and any particular specialisms.

