

# Coaching Contract



**Client Name:** \_\_\_\_\_

This agreement, between coach Shaneiree L. Dames and the above-named client will begin on \_\_\_\_\_, 201\_\_ and will end on \_\_\_\_\_, 201\_\_.

## Fees

The fee for service is \$\_\_\_\_\_ and the fee for any following meetings is \$\_\_\_\_\_ per session. These fees will be paid in advance of the session.

## Cancellation

If you need to cancel an appointment, please provide at least 24 hours' notice or unfortunately, it will be necessary to charge you for the appointment.

Alternatively, if I will need to cancel/reschedule an appointment 24 hours' notice will be provided whenever feasible

## Services

The services to be provided by the coach to the client via telephone or Skype, as agreed jointly with the client. Coaching may address specific professional projects, business successes, or personal conversation in the client's life or profession. Services include process of clarification, brainstorming, creating and identifying plans of action and, suggestions for action by the client.

During the working relationship, the coach will engage in direct and personal conversations. In order to receive a level of success during the relationship, the client understand the level of collaboration required between coach and client to obtain maximum results. In the coaching relationship, the coach plays the role of a change agent to aid in the facilitation of thoughtful change and action, but it is the client's responsibility to bring about the change.

If the clients so chooses and believes the coaching is unsuccessful in a moment, the client will communicate this and take action to return the power to the coaching relationship.

## Privacy

The client could simply state their unwillingness to discuss a specific topic if he/she deems it past their boundaries. The coach agrees to respect this boundary and will not attempt to forward the conversation further along those lines.

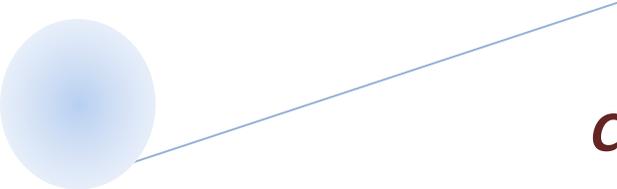
## Confidentiality

Any topic discussed between the coach and client are strictly confidential. If the coach will need to seek outside assistance with the client issue, the coach will need to obtain official written authorization by the client.

## Communication

1100 Higgins Place Rockville, MD 20852 \* Email: [info@thedamesgroupllc.com](mailto:info@thedamesgroupllc.com) \*Phone: 646-420-5658

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It is important to note that communication streams include: e-mail, mobile phones, text messages and coach and client agree that these methods of communication are acceptable methods for interactions.

## Termination

The coach and client agree to provide each other with two days' notice in the event that it is desired to terminate coaching. Otherwise, the coaching will continue for the duration of the contracted period.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive & Personal Coach

\_\_\_\_\_  
Date