



Client Coaching Agreement

Welcome to Curiosity Life Coaching. I am looking forward to developing our professional relationship. This document and attachments constitute a contract between _____, and, Carrie Mead. Therefore, you should read it carefully and raise any questions and concerns that you have *before* you sign it.

FEES

I will be providing coaching services by phone or video conferencing. The coaching commitment is flexible and can range from a single hour to monthly packages. Full rates and fees are attached as the document entitled “Fee Schedule”. You have agreed to a fee of \$_____per session. In addition to our scheduled meetings, I welcome brief calls or e-mails between sessions and will often send out resources that support your development.

Fees for coaching sessions must be paid in advance by credit card through my website before the session or at the start of the session. Services not paid for in advance will not be provided. You agree to give 24 hours notice if you need to cancel or change the time of an appointment. If repeated cancellations or missed appointments develop, we will explore together whether coaching is right for you at this time. Should I have an emergency, I will offer you as much notice as possible.

COACHING VS. COUNSELING

In addition to being a coach, I am also licensed in the state of Maryland as a Licensed Clinical Professional Counselor with training and experience to independently diagnose and treat mental illnesses. I am unable to engage in coaching services with you if you currently are or have ever been a counseling client of mine nor will I be able to begin counseling services with you if you are currently a coaching client with me.

www.curiositylifecoaching.com



FB: CuriosityLifeCoachingandreiki
IG: curiositylifecoachingandreiki
Pin: carriemeadlifecoach

Curiositylifecoaching@gmail.com



Client Coaching Agreement

While there are some similarities between coaching and counseling, they are very different activities and it is important that you understand the differences between them. Counseling is a health care service and is usually reimbursable through health insurance policies. This is not true for coaching. Both coaching and counseling utilize knowledge of human behavior, motivation and behavioral change, and interactive helping techniques.

The focus of coaching is on the development and implementation of strategies to reach client-identified goals of enhanced performance and personal satisfaction. Coaching may address specific personal projects, life balance, spirituality, health, job performance and satisfaction, or general conditions in the client's life. Coaching utilizes personal strategic planning, values clarification, brainstorming, motivational techniques, and other helping techniques. Coaching will be focused on solutions and goals, not exploring unresolved traumas or mental disorders such as depression and anxiety.

The focus of counseling is identification, diagnosis, and treatment of mental and nervous disorders. The goals of counseling include alleviating symptoms, understanding the underlying dynamics which create symptoms, changing dysfunctional behaviors which are the result of these disorders, and developing new strategies for successfully coping with the psychological challenges which we all face. Counselors have the responsibility to protect the safety of their clients and to "above all else, do no harm."

The relationship between the coach and client is specifically designed to avoid a power differential. The client sets the agenda and the success of the sessions depends on the client's willingness to take risks and try new approaches. The relationship is designed to be more direct and challenging than therapy. I will be honest and straightforward, asking powerful questions and using challenging techniques to move you forward. You are expected to evaluate progress and when coaching is not working as you wish, please address this with me directly so that we can work together to create a solution.

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Because of these differences, the roles of coach and counselor are often in potential conflict and it is ethically inappropriate for one to play both roles with a client, whether concurrently or sequentially. If either of us recognizes that you have a problem that would benefit from psychotherapeutic intervention, I will refer you to appropriate resources. In some situations, I may insist that you initiate counseling and that I have access to your counselor as a condition of my continuing as your coach. Non-compliance on this issue can result in the termination of the coaching contract.

It is also important to understand that coaching is a professional relationship. While it may often feel like a close personal relationship, it is not one that can extend beyond professional boundaries both during and after our work together.

No information in my coaching services is intended or implied to be a substitute for professional mental health, medical, or legal advice nor is it meant to replace any of these professional relationships. I recommend that you consult a qualified professional prior to utilizing any of the information provided by me during any of my coaching services.

CONFIDENTIALITY POLICY

SOCIAL MEDIA, RELEASES TO 3RD PARTIES AND EMAIL

As your coach I am ethically bound to protect the confidentiality of our communications and I will do so to the best of my abilities. I will only release information about our work to others with your written permission or in response to a court order. These situations are quite rare in coaching practices. If such a situation occurs, I will make every effort to discuss it with you before taking any action. Also, I will not take any action to expose our relationship such as greeting you in a public place or engaging with you on social media or professional sites such as LinkedIn, Facebook or Instagram.

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As you are no doubt aware, it is impossible to fully protect the confidentiality of information that is transmitted electronically. This is particularly true of e-mail and information stored on computers that are connected to the Internet. I take every precaution I can to ensure your security, however, by signing the form below, you acknowledge the inherent risks of electronic communication.

MANDATED REPORTING

As a Licensed Clinical Professional Counselor there are some situations in which I am legally obligated to breach confidentiality in order to protect you or others from harm. In the state of Maryland, where I practice, I am a “mandated reported”. Although I am your coach, and not your counselor, I am required by law to report any of the following incidents to the proper authorities:

- Disclosure or implications that a child, elderly person or disabled person is being abused.
- If you report or appear, in my professional opinion, to be at imminent risk to harm yourself, or you make threats of imminent violence against someone else or someone’s property.
- Disclosure of a history of sexual abuse

COMPLAINTS

Should a problem arise, for either party, we agree to address it with each other directly, quickly and specifically. It is not my desire nor expectation that issues will arise, but it is my expectation and hope that a reasonable agreement or solution to any issue will be resolved to our mutual satisfaction. Should a legal proceeding be warranted or requested, all such court case and filings will take place in Carroll County, Maryland, USA.

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My signature below indicates that I have read the client information and policy statements in the Coaching Service Agreement and agree to abide by its terms during our professional relationship.

Coaching Client(s) Signature and Date: Date:



Coach Signature and Date: Date:

