

Coaching Agreement

Trust - All good relationships are built on trust, and you can be confident that what we discuss during the session will remain confidential, within the remits of your safety and that of others, as required by law.

Respect - I will respect your questions, your answers and your right to freedom of choice regarding your decisions and actions.

Values - It is my belief that we are all extraordinary and gifted individuals, and it is from this standpoint that I work with my clients, to help them realise more of their true potential.

Courtesy - To make the most of our time together, please be ready on time for your session, and let me know as soon as possible if you are unable to make a booked session, preferably giving at least 48 hours' notice where possible. Sessions that start late will still need to end on time.

Session Content - During coaching we will discuss issues that you bring to the session, explore where appropriate, tools and approaches to assist you in bringing about change, and agree actions to be taken between sessions to consolidate learning and evidence your progress. I may at times challenge you, sensitively and respectfully. You are under no obligation to complete agreed tasks between sessions, but without this you may not achieve change as quickly as you might like, or prove to yourself just what you are capable of.

Your Data - All your data will be stored securely; for more details see the Privacy Policy.

Recording of Sessions - Whilst you are welcome to take notes during coaching, audio and video recording of the session is not permitted.

Session Charges - Sessions cost £45.00 per hour. Please book a block of three and pay for these at least a week before they are due to take place. Any sessions paid for but not taken will be refunded, provided they are cancelled at least 24 hours before they are due to commence. A cancellation with less than 24 hours notice will incur a session charge.

Out of Session Contact - Once coaching has commenced, I will be able to reply to administrative or emergency emails only.

Introductory Telephone Consultation - Prior to the commencement of sessions, please book your free Introductory Consultation where we can discuss your objectives for Coaching, and decide whether this service will meet your needs.

Feedback - Once coaching sessions have been completed, your feedback would be appreciated and your comments may be used for the benefit of others. Please let me know if you are not happy with this.

Expectations - I retain the right to work solely with those clients who I believe will benefit from this service, and to terminate sessions at any point where it becomes evident that continuing will not be beneficial to one or both parties. I cannot guarantee that you will achieve your desired outcome, but I will fully support you to access whatever change is possible for you at this time.

Further Questions - You can ask any further questions by emailing vickie@outofthebluecoaching.co.uk.

Please sign below and return, to confirm that you have read and agree with the above statements.

Name (print please)

Address

Preferred number to reach you:

Email address that I may use to contact you:

Name and contact details of your G.P. (This will only be used in the case of an emergency and upon prior discussion with yourself.)

Signature

Date