

# Whole Life Coaching and Psychotherapy

*Manage yourself first<sup>SM</sup>*

## BUSINESS COACHING AGREEMENT

**COACHING:** The purpose of business coaching is to assist the client in attaining specific work-related outcomes. The coaching process involves a clarification of the client's work-related goals, a review of the client's current circumstances regarding those goals, an analysis of options for change available to the client, consideration of obstacles, and development of strategies for attaining the goals. The client enters into the coaching relationship with the understanding that he or she is responsible for creating strategies, taking action, and managing the results of the choices made. The role of the coach is to provide structure for the discussion, ask relevant questions, provide feedback, and move the process along. The coaching relationship is not to be construed as psychological counseling or any type of psychotherapy.

**CONFIDENTIALITY:** The coaching sessions are private and confidential. This is the best way to ensure honest discussion of an employee's weaknesses as well as strengths. Everything the person being coached says is totally confidential and is not shared with anyone else in the company unless the person being coached gives written permission.

This coach has certain mandated reporting requirements due to licensure as a psychologist in the state of Minnesota. Confidentiality of any coaching session is limited by mandatory reporting of the following: danger of suicide or homicide, abuse or neglect of children or vulnerable adults, or circumstances that require reporting under various public health laws. In addition, the coach is required to submit records in response to a court order.

**CANCELLATION:** If a cancellation is necessary, the client will notify the coach 24 hours in advance of the canceled appointment time. If this notice is not received, the client will be billed for reserved coaching time.

**TERMINATION:** Client may terminate this Business Coaching Agreement at any time, provided that upon termination, the client shall pay in full for all services rendered through the effective date of termination.

**PAYMENT:** Coaching services are billed in increments of 15 minutes. Credit cards or checks are accepted.

**Charge per fifteen minute unit of coaching** \_\_\_\_\_

**SIGNATURE INDICATES THAT CLIENT AND COMPANY REPRESENTATIVE AGREE TO THE ABOVE TERMS.**

**Client:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Title \_\_\_\_\_

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

**Company Representative with Signature Authority for this Expense:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Title \_\_\_\_\_

Company Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

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