

**Kai Chi Do Inc.**

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**Coaching Agreement and Informed Consent**

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

**Services**

This agreement, between the coach Charles Robinson and the above-named client will begin on the date it is signed by the client. The purpose of the coaching services is to develop and implement strategies to help the client reach personally identified goals, and may address a wide variety of personal and professional topics. Coaching strategies are customized to individual client needs. Throughout the working relationship the coach and client will engage in direct and personal conversations. The client can count on the coach to be honest and straightforward in asking questions and making empowering requests. The coach will also assist the client to identify and apply useful beliefs, that promote attainment of the client's goals and sense of well-being. The coach provides support to enhance the skills and resources and creativity that the client already has. The client remains fully responsible for their own physical, mental, and emotional well-being, including choices and decisions. You, as the client, set the agenda for your coaching, and your success will depend on your willingness to define and try new approaches. You are expected to evaluate your own progress, and if the coaching is not working as you wish, you should immediately inform your coach so we can both take steps to correct the problem. Coaching does not offer any guarantee of success.

Coaching services are not the same as psychotherapy, although there are similarities between them. Although both coaching and psychotherapy use knowledge of human behavior, motivation, behavioral change, and interactive counseling techniques, there are major differences in goals, focus, and responsibility. Coaching is designed to help clients improve their learning and performance, and enhance their quality of life. Coaching concentrates primarily on the present and future. Coaching uses information from the client's past only to clarify where the client is today. It does not depend on resolution of the past to move the client forward. Psychotherapy, on the other hand, is a health care service. It uses methods of a psychological nature to evaluate, assess, diagnose, and treat emotional and mental dysfunctions or disorders. While psychotherapy may be reimbursable through health insurance policies, coaching services are not.

Coaching is not a substitute for professional advice by legal, medical, financial, business or other qualified professionals. The client is solely responsible for decisions and actions in these areas.

**Confidentiality**

Information that the client gives to the coach is kept confidential. The coach will only release information about the content of the coaching sessions with the client's written permission, or if the coach is required to do so by a court order. There are some situations in which the coach is legally obligated to breach confidentiality, such as a client's disclosure of imminent danger to self or others.

In group coaching sessions, including teleconference groups, the client agrees to maintain the confidentiality of all information communicated by other coaching clients and by the coach. It is understood that progress is often enhanced when clients discuss their coaching relationship with trusted colleagues and friends. However, it is expected that the client will not share any information which would allow others in the group to be identified.

The client should be aware that it is impossible to assure the confidentiality of client information which is transmitted electronically, such as email and other information stored on computers connected to the internet, by cordless or mobile telephones and similar telecommunication and computer equipment.

**Sessions**

Coaching is scheduled at the mutual convenience of the coach and the client. Coaching may occur in person or by telephone (tele-coaching), as designed jointly with the client. The day and time of the next session will be confirmed at the end of each coaching session. For tele-coaching sessions, the client will call the coach at the pre-arranged time and telephone number, and the client pays the telephone charges for the call. For group coaching calls and classes, the coach will pay for the teleconference line, and the clients pay for their call into the teleconference line.

**Fees**

The coach is paid in advance of each series of monthly coaching calls. The fee for coaching services is \$115 per hour.

**Feedback**

If, at any time, you, the client, feel that your needs are not being met or you are not getting what you want out of the coaching or training group, please communicate with the coach, so that you can discuss your needs and the coaching program can be adjusted, as needed. We will continue to work on the goals that you define unless you want to stop, which we will do whenever you ask.

**Cancellation**

The client agrees to give the coach 24 hours prior notice to cancel and/or reschedule an appointment, otherwise the session is charged in full.

**Termination**

Either the client or the coach may end the coaching relationship, at any time, by giving written notice, transmitted by email or fax, of their desire to terminate the coaching sessions.

**Mutual Non-Disclosure**

The coach and the client mutually recognize that they may discuss the client's future plans, business affairs, customer lists, financial information, job information, goals, personal information, and other private information. The coach will not voluntarily communicate the client's information to a third party. In order to honor and protect the coach's intellectual properties, the client expressly agrees not to disclose or communicate any proprietary information about the coach's practice, materials, or methods to any third parties.

**Dispute Resolution**

Any controversy or claim arising out of or relating to this agreement, or the breach of this agreement, shall be settled by arbitration, which will occur via telephone by an arbitrator that the client and the coach mutually agree upon. The costs of the arbitration shall be shared equally.

**Fax or Email Transmission**

Coach and client agree that this Agreement will be considered signed when the signature of the client is delivered by either facsimile ("fax") or email transmission. Facsimile and/or email transmission shall have the same effect as original signatures.

Your signature below indicates that you have read the information in this document ("Coaching Agreement and Informed Consent") and agree to abide by its terms.

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