



## **Personal Coaching Contract**

### Individual Coaching Agreement and next steps

Please find below a copy of our Coaching agreement and next steps, to ensure we are both aligned to a shared purpose, before moving forward.

Please note you will be addressed as the coachee or client in terms of this contract.

### **Coaching process Overview**

**“Coaching is a developmental process and is not therapy, counselling, or medical advice. The coachee is responsible for their own decisions, actions, and outcomes.”**

- To ensure, each client is committed to engage with the coaching process and is deemed suitable to do so, following a free 15-minute telephone consultation suitable to do so
- Initially, I advise 3, face to face sessions of 1 hour per session. There will also be a choice to do some or all, of the sessions online via Teams/Zoom, if that is the preferred choice of the coachee.
- The coachees first session will require an agreement to undertake a personality profiling activity and a values exercise. This information remains with the coachee and will not to be shared outside of the sessions, unless they choose to do so themselves.
- Following their first session the coachee, will be encouraged to continue reflective practice between sessions to allow for their own personal growth.
- The coaching process will be built on rapport, and nothing will be disclosed outside of these sessions by the coach.
- Sessions will take place as frequently as required, based on work commitments for the coachee. The coach will be as flexible as possible to accommodate the clients' needs.
- A choice of venue is available, I have a dedicated coaching room in Ringmore, Shaldon, TQ14 0HD, or we can meet at a mutually convenient space, or online, each option is governed by the coachees preference.
- The cost of this service per coachee will be £150.00 for the 3 sessions. If the coachee wants to stop after the first session the cost will be £60.00 for the initial hour.



If the coachee fails to attend any of their sessions, the cost will be at the agreed sessional rate of £50.00 per session, unless they are ill or have given 7 working days' notice of their need to cancel a session. Missed sessions can be rebooked in conjunction with the coach at a mutually convenient time.

### **Payment**

- The cost of this service per coachee will be £150.00 for the 3 sessions in advance of the 1<sup>st</sup> session. If the coachee wants to stop after the first session the cost will be £60.00 for the initial hour, the remaining £90.00 will be returned to you.

#### **Cancellation Policy**

If the coachee fails to attend any sessions, the cost will be at the agreed sessional rate of £50.00 per session, unless they are ill or have given 1 weeks' notice. The missed sessions will be rebooked, at a mutually agreed date.

- The total cost of this programme will be £150 *per client*, for the 1:1 coaching programme. If the coachee only agrees to attend for 1 session, the cost is £60.00 per hour.
- Payments can be made via bank transfer to the following:

Bank	Monzo Business
Name	Julie Eason
Sort Code	04-00-03
Account	56206988

If the above terms are agreeable, please sign a copy of the *Agreement and Acceptance* form enclosed below.

Once signed and returned please pay the sum of £150.00 for the first 3 sessions. There will be an option for you to continue with more sessions should you require them.

Bookings will then be arranged upon receipt of your payment.

Kind Regards

Julie Eason  
Transformational Life, Health & Wellbeing Coach  
ICF EQA MA PgCert BA



**EVOLUTION COACHING**  
**SOUTH WEST**

**Agreement & Acceptance**

I confirm that I have read, understood, and agree to the terms of this Coaching Agreement

between the coachee:

Name: .....and the Coach

*Julie Eason, Evolution Coaching Southwest.*

**Coachee/Client**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Coach**

Name: Julie Eason

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this page, signed to:

[julie@evolutioncoaching-southwest.com](mailto:julie@evolutioncoaching-southwest.com)