

COACHING SESSION AGREEMENT

Client Details (Client):			
Name:		Date of Birth:	
Residential Address:	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div>		
Business/Company Name:			
Client Business Type (Industry):			
Business Address:	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div>		
Contact Details:	Phone:		
	Mobile:		
	Email:		
Coach Details (Coach):			
Name:	Empowerment Coaching Pty Ltd		
Coach Contact Details:	Phone:	0413338013	
	Mobile:	0413338013	
	Email:	katrina@empowermentcoaching.com.au	
Date (Date of Agreement):			

This Coaching Session Agreement (**Agreement**) sets out the terms, conditions and understanding for a coaching relationship between the Coach and the Client.

The Coach and the Client hereby agree:

1. (a) The Coach will provide to the Client coaching at the intervals as agreed with the Client and may provide that coaching either in person by way of face to face meeting or via electronic or telecommunication such as telephone, Skype, video conferencing or other electronic method by which the Coach and Client can communicate and discuss the topics of each coaching session.
- (b) The time and method for each coaching session will be determined 1 week in advance of the date of that coaching session and should the Client fail to attend, participate or make themselves available for that coaching session the Client will still be liable for the fees of that coaching session as though they had attended and participated.
- (c) Each coaching session will last for as long as practicably required to be determined by the Coach at each session, but not longer than 1 hour.
2. (a) During the initial coaching session between the Coach and the Client, the Client will be required to clearly specify, detail and outline the Objectives and Goals (**Objectives and Goals**) which the Client wishes to work toward and achieve from the coaching relationship.
- (b) These Objectives and Goals will be reduced to writing by the Coach at the initial coaching session and the Client will be required to sign and date those Objectives and Goals.

- (c) The Objectives and Goals will form the basis upon which the coaching is provided to the Client and should the Client wish to vary these throughout the duration of the coaching relationship, the Client must expressly advise the Coach of any amendments or variations in writing.

3. (a) The Coach agrees to assist the Client in implementing the coaching plan.
- (b) Implementation of the coaching plan by the Coach will include the Coach providing advice and recommendations to the Client so that the Client may undertake certain actions, duties and/or steps to reach the Outcomes and Goals that had been expressly communicated by the Client as part of the coaching plan.
- (c) The Coach's responsibilities will be limited only to providing advice and recommendations to assist the Client and the Coach will not be required to take any active steps to ensure the Client implements that advice or recommendations.
- (d) Should the Client fail to undertake any actions, duties or steps or fail to try and implement the advice and recommendations of the Coach, the Client will be deemed to have not complied with the terms of this Agreement.
4. (a) The Coach agrees to prepare for and attend each coaching session to provide coaching to the Client at each coaching session.
- (b) The topics and issues to be addressed at each coaching session will be determined by way of discussion and agreement between the Coach and Client at the preceding coaching session.

- (c) The Client must raise any issues to be discussed at a coaching session in the preceding coaching session.
5. (a) The Client hereby acknowledges and understands that the end results of any coaching and the success of each coaching session will be solely dependent upon the Client's ability to implement and undertake the actions, duties, steps, advice and recommendations that have been made by the Coach during the course of the coaching relationship and in accordance with the coaching plan.
- (b) The Client is required to follow the coaching plan to the best of their ability and to clearly communicate with the Coach regularly with respect to any issues or concerns that the Client may have about the coaching plan or implementation of any aspect of the coaching plan.
- (c) The Client is required to understand that they must take responsibility for the results they achieve as a result of the coaching plan and the Coach cannot force the Client to take any steps or actions that the Client does not wish to undertake despite the Coach's advice and recommendations.
- (d) The Client understands and acknowledges that the responsibility for ensuring the coaching plan is implemented and undertaken is solely their responsibility and no other person is able to undertake this work for them on their behalf.
6. (a) The Client understands and agrees that in order to receive the maximum benefit and for the Coach to provide the best assistance and coaching during the coaching relationship, the Client must advise and share with the Coach all issues both business and personal upon which the Client needs and seeks assistance or which may impact upon the Client's ability to achieve their Objectives and Goals.
- (b) The Client understands and acknowledges that any issues which are not shared or divulged to the Coach may not be resolved and may further impede and prohibit the successful achievement of the Client's Objectives and Goals irrespective of whether those issues form part of the coaching plan.
- (c) The Client understands that any and all details of the Client's business and personal life will be treated with the utmost confidentiality by the Coach and that no information will be divulged to any other persons without the express authorisation and consent of the Client, so far as is permitted by law.
- (d) The Client further agrees that any and all advice and assistance that the Coach provides to the Client is strictly confidential and for the Client's own benefit.
- (e) The Client will not divulge or discuss any part of the coaching plan, recommendations or advice provided by the Coach to any third parties unless the Coach has provided express, written authorisation and consent to that effect.
- (f) The Client agrees to indemnify and hold harmless the Coach from any loss or damage, including legal costs on an indemnity basis, as a result of any claims made by any third parties as a result of the Client's breach of Clause 6(e) and the third party acting upon that advice or recommendation in circumstances where that third party is not a party to this Agreement.
7. (a) The Client agrees that the Coach may assign tasks to be undertaken and performed by the Client between coaching sessions.
- (b) The Client agrees to undertake and fulfil those tasks and further that a failure to undertake those tasks may affect the benefit received by the Client from the coaching plan.
- (c) The Client understands that any tasks provided by the Coach to the Client are strictly confidential and remain the sole intellectual property of the Coach and that those tasks or implementation of those tasks are not to be divulged, discussed, copied or disclosed to any other parties without the prior express written consent of the Coach.
8. The Client understands that the Coach does not provide and does not endeavour or hold out to provide any form of psychological or medical advice or assistance by way of the Coaching plan and that any objectives of the coaching plan will be clearly defined and established by the Client and the Coach at an initial coaching session.
9. (a) The coaching fee pursuant to this Agreement will be \$_____ per week/month/term.
- (b) The fee in Clause 9(a) must be paid in advance and is to be paid on the same date of each month from the date of first payment by the Client.
- (c) The fee may be paid by way of cash directly to the Coach or direct debit to the Coach's nominated bank account, details as follows:

Bank:	_____
Account Name:	_____
BSB:	_____
Account No:	_____
Reference:	_____

10. (a) This Agreement will commence on the Date of Agreement as specified above.
- (b) Any notice of termination by the Client must be provided 30 days prior to the final coaching session.
- (c) Should the Coach consider the Client has failed to comply with any part of this Agreement or breach any term or condition of this Agreement, the Coach may terminate this Agreement immediately by way of express written notice to the Client.
11. The Client and Coach agree that this Agreement is governed by the laws of the State of Queensland, Australia.

Signed: _____ (Client)

Signed: _____ (Coach)