

INSTRUCTIONS: *Please review and return to me as soon as possible via email with the attachment indicating in the body of the email that you have read and agree with the attached.*

This agreement is entered into by: _____ CLIENT NAME _____ (“Client”) and Patricia Raskin (“Coach”), and pertains to Change/Transition Coaching which shall occur via telephone, via e-mail or in person, as negotiated between Client and Coach.

Definition of Coaching: Professional Coaching is an ongoing professional relationship that helps people produce extraordinary results in their lives, careers, businesses or organizations. Through the process of coaching, clients deepen their learning, improve their performance, and enhance their quality of life. In each meeting, the client chooses the focus of conversation, while the coach listens and contributes observations and questions. This interaction creates clarity and moves the client into action. Coaching accelerates the client’s progress by providing greater focus and awareness of choice. Coaching concentrates on where clients are now and what they are willing to do to get where they want to be in the future. ICF member coaches recognize that results are a matter of the client’s intentions, choices and actions, supported by the coach’s efforts and application of the coaching process.”

- Source: International Coach Federations (www.coachfederation.org)

The Client Understands and agrees to each of the following provisions:

- A. I hereby employ Patricia Raskin as my “Coach” for the purpose of advising and counseling me with respect to the proper format for Life Coaching for Personal or Professional Development. She may also assist me in structuring, identifying and achieving goals as she has experience in such matters and agrees to render such services.
- B. I understand and agree that the Coach is not an “employment agency,” “business manager,” “financial analyst” or “psychotherapist” and that she has not promised, shall not be obligated to, and will not: (1) procure or attempt to procure any employment, business or sales for me, (2) perform any business management functions such as accounting services, advice on tax matters or the investment of funds, and (3) will not act as a therapist, counseling me or providing psychoanalysis, group therapy or behavioral therapy.
- C. I further understand and agree that a specialized form of consulting, Coaching is not the same as professional or licensed therapy; and that I am always free to reject any advice, suggestions or requests made by the coach at any time. My coach is authorized and encouraged to be direct and unconditionally supportive with me.
- D. I further understand and agree that I am to inform my Coach whenever I am under the care of any healer or licensed physician, therapist or psychiatrist; and/or any time I am taking any prescriptions or drugs.

Duration of Agreement:

The duration of this agreement shall be determined by the coach and client.

Scheduled Coaching Sessions:

Client understands and agrees to retain the Coach and meet via Telephone at the agreed upon individual, package or monthly retainer rate.

The Client is to make the calls with the coach a priority and is to call promptly. We will meet weekly beginning on an agreed time and date and meet each week at the same time and day for three weeks thereafter less any agreed upon holidays or breaks. Calls will last approximately 60 minutes.

Re-scheduled & Missed Coaching Sessions: Client understands and agrees to make coaching sessions a priority, and to arrive on time for scheduled appointments. Client further understands and agrees that if they have not rescheduled a call 24 hours in advance, or does not call the coach within 15 minutes of a scheduled coaching time, the coach will assume the client has elected not to avail themselves of the opportunity to make a call that week, and will charge the client for the call as part of the monthly retainer. **Any uncompleted or unused calls will not be carried over from one month to the next.**

All fees are payable in advance a week before the 1st session.

AS A CLIENT, I UNDERSTAND AND AGREE THAT I AM FULLY RESPONSIBLE FOR MY WELL BEING DURING MY COACHING CALLS, INCLUDING MY CHOICES AND DECISIONS. I AM AWARE THAT I CAN CHOOSE TO DISCONTINUE COACHING AT ANY TIME. I RECOGNIZE THAT COACHING IS NOT PSYCHOTHERAPY AND THAT PROFESSIONAL REFERRALS WILL BE GIVEN IF NEEDED.

Above agree via telephone on:

CLIENT'S SIGNATURE: (An email reply with this attachment and an indication of acceptance of these terms in the body of the email will suffice.)

X _____