



COACHING & CONFIDENTIALITY AGREEMENT

1. Services:

The wellness coaching relationship between Kevin Riddle & the client (you) begins with a 90 minute initial session, after which subsequent 45 minute coaching sessions are designed to help the client learn new skills, strategies and tools in order to make significant healthy, and sustainable behavior changes. I recommend making a weekly commitment for (3) months. Upon completion, we will re-evaluate your needs.

I will assist you by listening and offering nonjudgmental feedback, thinking through decisions, and asking powerful questions to gain clarity. I will support you by maintaining an accountability framework, by recognizing your innate empowered Self with affirmation and education, and by helping to develop plans and strategies that help you achieve your goals for health and life.

As the client, you will set the agenda for our coaching & training conversations although, if you ask for my input, I will be glad to provide it. Wellness coaching does not offer any guarantee of success, but there are many who have had personal success facilitated by the coaching process. As part of taking responsibility for your own well-being, you will be evaluating your own progress and I will offer my feedback whenever you want. The schedule of coaching sessions, and duration of coaching sessions will be arranged to meet and honor your needs.

2. Fees and Payment Procedures:

My fees are \$120 US dollars per hour, except for the initial development session, which is billed at a flat rate of \$180 US dollars and lasts for ninety minutes or longer. All fees are to be paid monthly at the first of the month or prior to completion of each coaching session unless other arrangements have been set



forth. Check, Credit Card & Paypal options are available. This arrangement continues as long as you retain me as your coach. An invoice will be provided for each payment received and sent via e-mail.

3. Preparation:

You are responsible for initiating the coaching session call; please be timely. We can also Skype. Direct meetings are also an option when feasible. Come to the appointment with updates, progress, and current challenges. Let me know what you want to work on, and be ready to work together. The agenda is client-generated and coach-supported.

4. Extra Time:

You may call between sessions if you need “spot coaching,” have a problem, or can’t wait to share a “win” with me. You can also e-mail me. I enjoy delivering this extra level of service. I do not bill for additional time of this type, but I ask that you please keep the extra calls to five or ten minutes. When you leave a message, let me know if you want a call back or if you are just sharing.

5. Cancellations:

Cancelled or missed sessions occasionally occur in any on-going coaching relationship. If you need to cancel or change the time of a coaching session I will need 24 hours notice in order to not charge you for the session. With advance notice of more than 24 hours you will not be charged and I will make every effort to reschedule a time that works. If I need to reschedule a session with you because of illness, travel, or emergency, I will make every effort to give you adequate notice to reschedule with you; if I am unable to give 24 hours notice, I will reimburse you with a session free of charge. Our agreement includes a set amount of monthly appointments. If you or I are on vacation, we will schedule or reschedule times to meet before and/or afterwards.

6. Taking Breaks and Termination:

Sometimes it is useful to take a break from regular coaching & training sessions. Should this need arise, we will discuss the purpose the break will fulfill and determine the timing for it—in a way that best serves your goals. All coaching relationships must end at some point. Either of us may end our wellness coaching relationship at any time with one (1) week written or verbal notice. I will offer you support in all the phases of your work with me as a coach, including the time around our ending process. Several days notice allows you to leave well, having experienced completion.



7. Confidentiality:

Your business is valuable to me and getting to know you more fully is an important component of our personal & wellness coaching relationship. Although not required, it is likely that you will be sharing some confidential, personal information—at your discretion—openly and honestly in your initial well-being questionnaire and during our coaching sessions.

I protect the confidentiality with all of my wellness coaching clients. I will only release information about our work together with your written permission. To the maximum extent allowable by law, I will not release any identifying information about you or our work together without your express permission. Mentors with whom I periodically seek consultations may be provided with anonymous, non-referenced information (for the purpose of allowing me to develop more effective coaching strategies and support). All such communication is also subject to these confidentiality parameters.

8. Nondisclosure and Intellectual Property:

I will not voluntarily communicate your future plans, business strategy, customer information, health & medical information, or financial information to any other third party without your express and written permission. To protect my intellectual property, you agree not to disperse or reuse the coaching materials I have created without my permission.

9. Definition and Limits of Coaching:

My wellness coaching services are for healthy, well-functioning individuals who want to take action and make behavior changes in the service of their goals for life, well-being, health or work. Should some of your needs go beyond what coaching provides or what I have expertise to assist you with, I will help you find useful resources for addressing these needs (usually this is a part of our coaching work).

a.) It is necessary for the client to drive the coaching process for it to be a success. You have hired a coach to help you do things differently. As the rather hackneyed expression goes: The definition of insanity is doing the same thing over and over again, expecting different results. If you choose to keep doing what you have always done, you will get the result you have always received. You understand and agree that you are fully responsible for your well-being during the coaching relationship, including your choices and decisions.



b.) I want you to be satisfied with our relationship. If I ever say or do something that upsets you or doesn't feel right, please bring it up. I promise to do what is necessary for your satisfaction. You can choose to discontinue coaching at any time.

c.) You recognize that coaching is not primary healthcare, nor is it psychotherapy and that while professional referrals may be given, mental or physical primary care is your responsibility. Life coaching does not treat mental disorders as defined by the American Psychiatric Association; it is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment. You agree not to use it in place of any therapy. If you are currently in therapy or otherwise under the care of a mental health professional, you agree to consult with this person regarding the advisability of working with a wellness coach and to make this person aware of the wellness coaching relationship.

d.) Wellness coaching is a relationship with a coach that is designed to facilitate the creation, development and attainment of wellness goals; such goals will often be tied to all aspects of personal and professional life. Wellness coaching is a holistic process that may involve all areas of your life, including work, finances, health, relationships, education and recreation. Nonetheless, coaching is not to be used in lieu of professional advice, for example, legal, medical, financial, or business advice. Decisions in such areas are exclusively yours, and your responsibility.

e.) You acknowledge that you have read the Principles of Wellness Coaching and agree to engage in the spirit of those principles.

10. Contract Services:

Length of Contract: _____ Starting _____ Ending _____

_____ Initial Coaching Session _____ # of Coaching sessions per month

Total Coaching Sessions _____

Total Cost \$ _____

Monthly Payments _____



I have read and agree to all of the above,

Name (print): _____ Date: _____

Address: _____

Phone #: _____

Email: _____

Signed,

_____ Date: _____

Client

_____ Date: _____

Kevin Riddle, MA