

CAREER COACHING AGREEMENT

In Touch Coaching LLC

This career coaching agreement is between _____ (“Career Coach”), and _____ (“Client”). The career coaching sessions will begin on _____ and will either consist of an individual session or one of the packages provided (Circle/underline one). Both parties agree to the following:

Commitment:

Career coaching is an ongoing relationship and structure that facilitates the process of personal and/or professional development between a Career Coach and a Client. The Client and Career Coach agree to design the coaching relationship together.

Career coaching is not consulting or counseling. Consulting involves advising clients on what to do and counseling involves focusing on past issues. Career coaching involves a solution-focused approach with concrete steps to meet the client’s goals. Career coaching may also involve looking at past job history, values, assessing skills, strengths and weaknesses, brainstorming, 360-feedback, and assess if any behavioral issues could be hindering the client’s goals. Note: Career coaching is NOT a substitute for any mental health service. Only a qualified doctor or psychotherapist is legally allowed to diagnose a patient.

Career coaching may address specific personal projects such as taking assessments, working on cover letters, resumes and references. Additionally, homework such as setting up or revising LinkedIn accounts, joining networking groups, and getting a professional picture may be given. Other tasks may include applying for jobs, using resources provided, tracking jobs you have applied for, and mock-interviews. By entering this agreement, the Career Coach and Client acknowledge that the Client wants to make significant progress and change in his/her life. The Career Coach works with a wide range of clients and offers a highly personalized approach tailored to each individual.

In a supportive atmosphere, the Career Coach helps the Client attain the professional and personal growth they're striving for. Because progress and change happen at rates that are unique to each individual, it is highly recommended that the Client commit to working with the Career Coach for at least three sessions (Beginner Package). This allows the coaching relationship the necessary time to develop and progress through objectives and obstacles. Thus, opportunity for success dramatically increases during this process.

Coaching Session Procedures:

All career-coaching sessions are approximately 60-minutes long and are conducted by telephone, appear.in (like Skype), Skype or in person (if local) and arranged with the Career Coach. If scheduled by phone or Skype, the Client agrees to **call the Career Coach** at an agreed upon number or will arrive 15 minutes early if sessions are in person. The Career Coach and Client commit to start and finish each session on time. If the Client is more than **10 minutes late** for a coaching session, the Career Coach will assume the session is cancelled and the Client will forfeit the session unless there is proof of an emergency.

Sessions that go over the scheduled amount of time may be billed separately if it is over **10 minutes**. Rescheduling a session is easily done with appropriate notice. Please make appointment changes or cancellations within 24 hours of the appointment time as this could cost the Career Coach an opportunity to see other clients. If the Client fails to cancel an appointment or make appointment changes within 24 hours the Client will forfeit one of their packaged sessions or a \$25 late fee will be charged or added to the next appointment (if it's an individual session).

In between coaching sessions, which is pertaining to packages, the Client may e-mail OR call the Career Coach per the allotted amount given per package. Calls made between the scheduled calls are permissible and based on availability; the parties agree to keep the calls to 5 minutes or less.

Opening Session – a free 30 minute consultation session may be provided to introduce the career coaching process to the potential Client. After this, the Career Coach and the Client can discuss entering into a career coaching relationship.

Packages

Packages and prices may vary and are subject to change at any time. Students and military members will receive 10% off after providing a picture ID. Individual sessions are offered as well as packages that include up to 12 sessions. The client may cancel this agreement in writing at any time. The Career Coach may also cancel the contract if the Client overstep boundaries, shows misconduct, displays inappropriate behavior, and/or fails to show up for scheduled appointments after the Career Coach has warned the client. There are no refunds if either the Client or the Career Coach cancels this agreement. For more information on packages offered see Packages under the Service tab at www.intouchcoachingllc.com.

Confidentiality:

Throughout the working relationship the Career Coach will engage in direct and personal conversations. The coaching relationship is built on trust and honesty. The Career Coach agrees to keep all conversations and information with the Client private and strictly confidential unless it is unlawful. No personal ideas, information or thoughts expressed will be shared with anyone except with the permission of the Client.

Terms of Service:

_____ I understand and accept that career coaching is a process of personal empowerment.

_____ I understand and accept that my full and honest participation in career coaching is required.

_____ I am healthy and responsible enough to engage in career coaching.

_____ I understand and accept that career coaching does not substitute for consulting and counseling.

_____ I understand and accept that any results or outcomes cannot be guaranteed.

Package/Individual Fees:

The fee for _____ (insert amount of sessions or package type) is \$ _____, which includes or excludes 10% off for military members or students. **The session or packages must be paid in advance before each session.** Upon completion of the package/session you may elect to continue individual sessions, sign up for another package, or consider the yearly package for maintenance. Payments can be made via PayPal, Visa, MasterCard, Discover, American Express or cash. The Career Coach can take your payment over the phone, send you a link to make a payment or you can go to Make A Payment under the Services tab on intouchcoachingllc.com.

Credit Card Payment Information (if preferred over PayPal):

Cardholder Name: _____

Card Number: _____ Exp Date (MM/YY) ____/____

Security Number (3 numbers on back of card): _____

Our signatures on this agreement indicate a full understanding of the agreement with the information outlined above. If you do not agree to the terms and conditions, please do not sign it. This agreement becomes null and void if it is not signed by both parties within 48 hours of the scheduled appointment date and time, which also voids any special pricing, offers, discounts and/or coupons.

_____ Client Name (please print)	_____ Signature	_____ Date
_____ Dana Houk, MS, CPLC	_____ Signature	_____ Date