

Relationship Coaching Agreement



Professional relationship coaching provides clients with deeper levels of expertise, than they could efficiently access on their own, for working on relational patterns. This expert advice and guidance can help clients move into extraordinary levels of health in their connections with self, others, and reality. Because relational health translates to success in almost every area of life, the benefits of this process for the client can include: deepened awareness, an expanded pallet of interpersonal and intrapersonal (internal) response options, and enhanced quality life.

In each meeting the client chooses the focus of the conversation, while the coach listens and contributes observations, ideas, concepts, questions and suggestions. This interaction can boost clarity and accelerate the client's progress toward interpersonal and intrapersonal vibrancy. These meetings will also include dialogue on the subject of where the client is now and effective strategies they could employ to get where they want to be in the future.

Results are a matter of the client's intentions, choices and actions, encouraged by the coach's efforts. The coach may give specific advice or suggestions; however, it is ultimately the client's responsibility for making his/her own decisions and determining the best course of action.

Relationship coaching is not psychotherapy or counseling. ***Psychotherapy and counseling are professional services that aim to diagnose and treat psychopathology (clinical problems in an individual's mental, emotional, or behavioral functioning). This is not part of the coaching relationship.*** In the event that you feel the need for professional counseling or psychotherapy, it is your responsibility to seek a licensed mental health professional.

What you can expect from me:

- A commitment to maintaining the ICF high standard of coaching and training ethics.
- A genuine appreciation for the privilege and responsibility you have entrusted me with as your coach.
- A commitment to continue to advise and support you as you further your relational objectives in your personal and professional life.
- A resource for information, with a special focus on personality issues and relational health, to be used to your best advantage in your personal and professional life.
- Challenges that will stretch you.

What I expect from you:

- That you set the agenda for our time based on your objectives.
- That you realize that you are responsible for your results.
- That you initiate and take action when you want results, and that you give yourself permission to make mistakes as part of the learning process necessary for growth.
- That you understand that coaching is not therapy and that you will not substitute it for psychotherapy if

needed.

- That you are honest with yourself and with me.
- That you will let me know right away if you believe our coaching arrangement is not working as desired.

Other terms of agreement, policies and procedures for client:

- We will meet for as many sessions as you choose to meet, at intervals that you choose.
- Relationship Coaching Sessions are billed according to type of session you have booked: Office Session at Main Campus, Onsite Office Session by Special Arrangement, Phone Session, Zoom Video Conferencing Session, Extended Office Session, or Retreat/Workshop Package.
- YOUR COACHING APPOINTMENT IS RESERVED WHEN PAYMENT IS RECEIVED FOR THAT SESSION. The easiest way to pay is through our online booking system; there will be a "pay and confirm" link in all of your confirmation emails.
- You may terminate the coaching relationship at any time you choose to do so, however, the coaching fee is non-refundable. I suggest a two-week notice to complete the work we have begun together and to develop an action plan for your continued growth.
- Couples' coaching session will last for approximately 75 minutes, individual coaching sessions will last for approximately 50 minutes. Longer sessions can be arranged, and are billed at the same hourly rate.
- Our coaching relationship is confidential. All information provided during the course of coaching remains confidential. **This confidentiality agreement is only intended to be as confidential as applicable state or federal laws allow.**
- If you must reschedule a session, you will give me 24 hours' notice of such changes. If your session is canceled less than 24 hours in advance, the fee for that session is non-refundable.

Confirmation and Agreement:

INDEMNIFICATION: *The Client (and Client's parent or guardian, if Client is under 18 years of age) shall indemnify and hold the Coach harmless from any loss or liability arising from actions taken or situations created because of the coaching relationship.*

LITIGATION LIMITATION: *Due to the nature of the coaching process and the fact that it often involves making a full disclosure with regard to many matters which may be of a confidential nature, it is agreed that should there be legal proceedings (such as, but not limited to divorce and custody disputes, injuries, lawsuits, etc.), neither you (clients) nor your attorneys, nor anyone else acting on your behalf will call on me, Dr. Ronna Phifer-Ritchie, to testify in court or at any other proceeding, nor will a disclosure of the coaching records be requested unless otherwise agreed upon by all parties involved in the coaching process. (In order for coaching to be successful, together we need to create a space that is safe for exploration of difficult and painful issues in your life. If you desire a therapist or coach who specializes in forensic assessment, I will be happy to help you find such a resource. Similarly, in working with children and adolescents, in order for your child to create and maintain a growth-promoting relationship with me, I ask that you respect the need for confidentiality of our sessions. If I assess that your child is a danger to himself or others, I will inform you of such.)*

Have you had ample opportunity to request clarification and gain understanding of the points I've presented in this document? Do you understand and agree with the points outlined in this document as the basis upon which our coaching arrangement will be based? Affirmative confirmation received from the client:

☐ Check Box if You Agree

X _____

Signature Certificate

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