

Counseling and Development, Inc.
2650 Holcomb Bridge Road - Suite 140
Alpharetta, GA 30022

Dear (Client):

Welcome to Counseling and Development, Inc., a professional coaching practice. This document and attachments constitute a contract between us and will be referred to as the "Agreement". Please read it carefully, and we should discuss any questions and concerns that you may have before you sign it.

NAME:

INITIAL TERM:

FEE:

DURATION:

PROCEDURES:

Please review the following, sign, and return to me via fax, email or mail

1. As a client, I understand and agree that I am fully responsible for my physical, mental and emotional well-being during my coaching calls, including my choices and decisions. I am aware that I can choose to discontinue coaching at any time.
2. I understand that "coaching" is a Professional-Client relationship I have with my coach that is designed to facilitate the creation/development of personal, professional, or business goals and to develop and carry out a strategy/plan for achieving those goals.
3. I understand that coaching is a comprehensive process that may involve all areas of my life, including work, finances, health, relationships, education and recreation. I acknowledge that deciding how to handle these issues, incorporate coaching into those areas, and implement my choice is exclusively my responsibility.
4. I understand that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association. I understand that coaching is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care, or substance abuse treatment and I will not use it in place of any form of diagnosis, treatment, or therapy.
5. I promise that if I am currently in therapy or otherwise under the care of a mental health professional, that I have consulted with the mental health care provider regarding the advisability of working with a coach and that this person is aware of my decision to proceed with the coaching relationship.
6. I understand that information will be held as confidential unless I state otherwise, in writing, except as required by law.
7. I understand that certain topics may be anonymously and hypothetically shared with other coaching professionals for training OR consultation purposes.

8. I understand that coaching is not to be used as a substitute for professional advice by legal, medical, financial, business, spiritual or other qualified professionals. I will seek independent professional guidance for legal, medical, financial, business, spiritual or other matters. I understand that all decisions in these areas are exclusively mine and I acknowledge that my decisions and my actions regarding them are my sole responsibility.
9. At some point in our coaching work, we may decide that you would benefit from coaching conducted in a group format. By signing this AGREEMENT, you commit yourself to maintaining the confidentiality of all of information communicated to you by other coaching clients and by your coach. We understand that progress is often enhanced when clients are allowed to discuss their coaching relationship with trusted colleagues and friends. You can have these discussions by being careful not to share any information that would allow others in the group to be identified. You are expected to be very careful in such conversations. One way to decide how and what to discuss is to think about how you would feel, if someone else in the group were discussing you.

I have read and agree to the above.

Client Signature

Date

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