

## New Client Health Coaching Agreement (Local Clients)

**Nature of the relationship.** Entering into this relationship as a new client, you are aware that the coaching relationship is in no way to be construed as psychological counseling or psychotherapy. In the event that you feel the need for professional counseling or therapy, it is your responsibility to seek a licensed professional to provide you with that service.

Coaching results are not guaranteed. You enter into health coaching with the understanding that you are responsible for creating your own results. As the Coach, my responsibility is to help you in your effort to achieve the health-related goals and results you seek.

**Coaching Services.** By signing this agreement, you—the Client—are agreeing to the following elements of the New Client Health Coaching Package:

- **Initial evaluation**—a free 10-minute phone discussion to determine if health coaching is suitable for you
- **Self-discovery assessment session**—90-minute in-person meeting to review your Total Wellness Plan
- **Coaching sessions**—packages include six (6) 30-minute sessions conducted by phone, Skype, or FaceTime
- **Final results session**—60-minute in-person meeting to review the results of the health coaching program and discuss focus for the future
- **Timeframe**—the New Client Health Coaching Package is normally conducted over a two (2) to three (3) month period with weekly or bi-weekly sessions (NOTE: this coaching package expires 12 months from the date of purchase)
- **Cost**—the 6-session New Client Health Coaching Package is offered at a total cost of \$495
- **Options**—additional 30-minute health coaching sessions conducted by phone, Skype, or FaceTime are available at a rate of \$65 per session

**Procedure.** Our work together will begin on \_\_\_\_/\_\_\_\_/\_\_\_\_. I will send you an email with available dates and times when we can meet/talk. The first Self-Discovery Assessment Session is a 90-minute face-to-face meeting. Following the initial Self-Discovery Assessment Session, six (6) health coaching sessions will be conducted by phone, Skype, or FaceTime (depending on your preference). The health coaching sessions last 30 minutes and are scheduled on dates and times that are mutually agreed upon by client and coach. Following the six (6) coaching sessions, a Results and Review Session is held. This face-to-face meeting lasts for 60 minutes.

**Preparation.** After our initial Self-Discovery Assessment Session, I ask that you come to each coaching session prepared with an agenda of what you want from the session. By coming to each session prepared, you can better benefit from the coaching you receive. To accomplish this, please take the time to complete the Coaching Session Preparation Form before each session. Except for the first session, it would be helpful for you to email me the completed form 24 hours in advance of our session. Having your preparation form in advance gives me time to review your answers and better prepare for our session.

**Expectations.** Please be honest with yourself and me throughout entire the coaching process. Simply know that I am serving as your coach to help you achieve your health-related goals. As your coach, I am not going to judge you in any way. You can expect me to be straightforward, honest, constructive, and confidential. You can say anything to me, positive or negative; this includes letting me know if something we discuss makes you feel uncomfortable or if you do not want to respond to a question. The key to an effective coaching relationship is communication. Please let me know at any time if you have concerns that we have not addressed.

As your health coach, I am a resource for you to use to your best advantage. I will share concepts or insights, and ask probing questions that are intended to increase your success in achieving your health-related goals.

I expect your best. If you are not doing your best, I'll ask you to try a little harder. I expect you to be willing to grow. From time-to-time, I may make a direct request of you to accomplish something by a given date. You always have the option of accepting my request, declining it, or counter-offering something that might be more workable for you.

**Payment procedure.** All fees are required to be paid in advance unless there is a payment plan that is mutually agreed upon by coach and client. Methods of payment accepted by the Center for Mindful Health are personal check or bank credit card (VISA, MasterCard). If a bank card is used for payment, it is necessary to complete the Bank Card Processing Form so all information required for processing payment is received.

**Termination.** Because of the scope and nature of health coaching, the duration of the coaching relationship depends upon the client's individual needs and goals. Upon completion of the terms outlined in the New Client Health Coaching Package, the coaching relationship is terminated; however, when conditions warrant, the coaching relationship may be extended for a period of time mutually agreed upon by the coach and client.

**Refund.** If it is mutually agreed upon by the coach and client to terminate the coaching relationship prior to the completion of the terms as stated in this agreement, any fees for unused services will be refunded by the coach to the client. Should the client decide to terminate the health coaching relationship without cause, refund of fees for any remaining session(s) will not be made.

**Confidentiality.** I recognize that in the course of our work together, you may share with me a variety of information possibly including: future plans, health information, financial information, work or job information, goals, personal information, and other proprietary information. I will not at any time, either directly or indirectly, use any information for my own personal benefit. Further, I will not disclose or communicate in any manner any information to any third party. I will not divulge that you and I are in a coaching relationship without your permission.

I will hold confidential everything that we say and do within our coaching relationship unless you present a danger to yourself or others. In that case, I will inform legal authorities so that protective measures can be taken. In addition, our confidentiality agreement can be broken should a legal process require that I appear in court. In such cases, I cannot claim to be unable to divulge the contents of our conversations.



**Client waiver.** Simply stated, you understand that I am an integrative health coach offering motivational and educational services. I cannot be held liable for any advice, suggestions, recommendations, or guidance that I provide during our work together.

You, the Client, has read the above and agrees to follow the parameters of the coaching practice that has been outlined in this agreement.

_____	_____	___/___/___
Client Name	Client Signature	Date
_____	_____	___/___/___
Coach Name	Coach Signature	Date