

# COACHING AGREEMENT

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## **CONSENT FOR COACHING, RIGHTS & RESPONSIBILITIES**

Welcome to my practice! The following document is information for you to best understand the process in our relationship and the conditions, which you will need to be successful. The coach-client relationship differs from any other relationship you have ever experienced. Please read the following document carefully and write down any questions you might have so we can discuss them. When you sign this document, it will represent a contractual agreement between us.

## **PURPOSE OF COACHING**

The purpose of the coaching sessions are to meet your personal goals which will be specifically outlined in the best course of action in your life, professional, career, and/or familiar plan. We will determine the plan together once we have established what has brought you to ask for coaching, what you would like to work on and what you want to accomplish. Plans are reviewed once every ten sessions or whenever necessary to address your plans needs.

## **COACHING SERVICES**

Coaching is not easily defined in general statements. It varies depending upon the personalities of the coach and client and particular goals you bring forward. There are many different methods and modalities I may use to deal with the objectives you want to address.

Some of the benefits you may feel from this sessions are enhanced awareness, emotional understanding of yourself, improvement in your relationships with others, reduction in “conflicts” or “issues” that brought you to look for coaching in the first place, greater ability to think about things clearly and cope with difficult patterns, better overall functioning, greater ability to deal with stress and work through difficulties, improvement in job, school, family and/or social performance, strengthened sense of self and overall sense of well-being.

It will require your hard work, your participation and your commitment to achieve your goal. Your success is directly dependent upon how much work you put into it.

Our first or two sessions will involve recognizing your overall goal. By the end of these sessions I will be able to offer you some first impressions of what our work will include

and we will develop a plan together. You should evaluate this information and decide whether you are comfortable working with me.

### **CONFIDENTIALITY**

I understand that you are entering into a relationship and perhaps divulging information that you have never talked about before. The information you give me during a session is strictly confidential. It will not be divulged to anyone unless you have given me written permission to do so. However, there are a number of exceptions to your confidentiality that I am required by law to divulge when necessary. Please review the following exceptions carefully:

- My services were sought or obtained to enable or aid anyone to commit or plan to commit a crime.
- I have reasonable cause to believe that you are a danger to yourself or others. The disclosure of this information is to prevent harm to yourself or others.
- I suspect or have evidence that a minor child (under 18) is currently the victim of abuse. Child abuse means physical injury, other than accidental, inflicted on a child by an adult or other person, sexual assault, cruel punishment or neglect.
- I am ordered by the court of law to disclose information.

In order to provide you with the best possible experience, I participate in coaching and trainings with other professionals. Unless I obtain written authorization from you, identification is not by name but by circumstance.

Please respect the confidentiality of others seen or met in my office or sessions.

### **COMPLAINTS**

If you're unhappy with what's happening in your sessions, I hope you'll talk about it with me so that I can respond to your concerns. I will take such criticism seriously, and with care and respect.

### **APPOINTMENTS**

I normally conduct an assessment to identify your overall goal, which will last from 1 to 2 sessions.

During this time, we can both decide whether I am the best person to provide the services you need in order to meet your next sessions. I will usually schedule one-hour weekly sessions but occasionally you may require or request additional time. We will need to discuss this prior to authorizing an extended session.

### **FEES**

- \$90 Intake Assessment session
- \$90 One hour weekly personal coaching
- \$90 one hour weekly teenager coaching
- \$115 Family Coaching

Missed appointments without 24-hour notice will be charged; messages can be left at 305-491-4282.

You will be expected to pay an extra fee for my professional services including telephone conversations lasting longer than 15 minutes, attendance at meetings with other professionals you have authorized, preparation of records or plan summaries, and the time spent performing any other service you may request.

You will be expected to pay each session at the time it is held, unless we agree otherwise.

**TERMINATION**

You have the right to discontinue your program and terminate at any time. Termination is an important part of your process, regardless of how many sessions you have had. You have the right to close in the most effective manner, so please inform me of your intent to leave at least with one week in advance instead of just not returning.

If you decide do not come for more than three consecutive sessions I will understand you are not coming back therefore I will use your schedule time with another client.

**CONTACTING ME**

I am often not immediately available by telephone. I will not answer the phone when I am with a client or giving a workshop. When I am unavailable, you are able to leave a confidential voice mail on my answering system. Messages are monitored regularly. I will make every effort to return your call on the same day you make it. Also you can send me a WhatsApp either written or a voice chat, I will answer as soon as possible.

I have read this entire Consent for Coaching Program Rights & Responsibilities, and I understand and agree to these arrangements. I also agree to meet all financial obligations that I incur in my program and to take care of all coaching fees as described above.

I request the professional services of Erika Monroy

Client Signature/Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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