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**Coaching Agreement**

This agreement is made between James Hartland, The Coach & Trainer at Expat Coach hereby referred to as (Coach) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby referred to as (Coachee) whereby Coach agrees to provide coaching services for the Coachee focusing on top 3 goals:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Definition of Coaching:**

Coaching is a partnership, solution focus, result orientated and systematic process in which the coach facilitates the enhancement of work performance, self directed learning and personal and professional development of the Coachee. Throughout the working relationship, the coach will engage indirect, personal and often challenging conversation. The coach understands that successful coaching requires an active collaboration between coachee and coach.

Coaching is not therapy, and thus does not aim to treat the psychological problems. The coach shall apply other alternative tools and techniques such as NLP, Hypnotherapy, Time Line Therapy, Consulting & Training.

The coachee agrees to disclose detail of the past and present psychological or psychiatric treatment. If such issue becomes apparent during the coaching relationship, the coach may recommend referral to the appropriate and qualified specialist.

All information about the coach / coachee relationship and any written note remain completely confidential.

The coach plays the role of the facilitator of change while it is the coachee's responsibility to enact change.

**Responsibilites:**

***As a Coach, I will:***

Be clear with you about the coaching relationship, including any expectationsBe prepared for each coaching sessionMaintain complete confidentiality, unless you give me explicit permission to share particular

issues with others

***As a Coachee, I will:***

Thoughtfully prepare for each coaching sessionBe on time and finish on timeComplete all tasks between each coaching sessionTake responsibility for my actionsSurrender to the process, receive, accept and act on feedbackBe open, not withholding any information and truth that could affect coaching results

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**Location of Session:**

The parties agree to engage in coaching program though one-to-one meetings or Coachee will book sessions by sending emails to jameshartland@hotmail.com in advance based on Coach's available time.

**Schedule & Investment:**

Package of 3 hours for USD 250. This package should be completed in 6 weeks. If Coach travels to a coaching location an extra fee may be applied but will be discussed with Coachee.

**Terms & Conditions:**

**Cancellation Policy**

Coachee agrees that it is the Coachee's responsibility to notify the Coach a minimum of 24 hours in advance of the scheduled meetings if the Coachee wishes to cancel a meeting by email.

Coach reserves the right to bill the Coachee 100% coaching fee if there is a no show or cancel in less than 24 hours before session because of time wasted by the coach waiting.

**Termination of This Coaching Agreement:**

Coachee must continue and finish all coaching sessions and pay all the fees on time, that was originally agreed in this agreement either they complete the session or not.

**Limited Liability:**

Client is responsible for creating and implementing their own physical, mental and emotional well-being, decisions, choices, actions and results. As such, the Client agrees that the Coach is not and will not be liable for any actions or inactions, or for any direct or indirect results of any services provided by the Coach and does not prevent, cure or treat any mental disorders or medical diseases.

**Guarantee Result:**

100% result guaranteed if Coachee does all the tasking agreed upon

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Signature of Coachee Date

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Signature of Coach Date