

Client Contract

This coaching agreement between us will set out the ground rules for our coaching relationship and clarify expectations.

In undertaking to meet with you, I am committing myself to meeting you on the

dates and time(s) we have agreed upon. I will endeavour to create a safe and

confidential learning environment so that you develop your self-awareness and take responsibility for managing your learning.

In undertaking to see me for coaching, you are committing yourself to seeing me

regularly at the agreed times. For our coaching relationship to work well it will be

important for you to come to your coaching sessions prepared to explore and

analyse the aspects of your life that you want to change. While coaching we will look at those things that interfere in your progress and stop you from reaching your full

potential. In particular, we will explore those attitudes, behaviours, values and beliefs that hold you back and stop you from doing the things you want to do.

To get the most out of your coaching sessions you have to be:

- Serious about wanting to change

- Ready to manage the negative thoughts, feelings, attitudes, behaviours and actions that hold you back
- Be prepared to try out new ideas or ways of doing things, reflecting and learning from the experience
- Be prepared to listen to feedback and act on it appropriately
- Be prepared to spend time in between sessions working on some aspects that need improvement

Confidentiality

The coaching service is confidential unless you give me information that you want me to discuss with other people.

As a practising coach, I am required to meet with a Coaching Supervisor on a

regular basis to talk about my coaching practice. My Supervisor is there to ensure

my coaching practice is congruent with the code of professional practice set out in

the European Mentoring and Coaching Council (EMCC & ICF) code of ethics. Whilst I might describe what I do in coaching, that is, my interventions/ or my approach, I will not disclose your name or the content of our discussions.

Cancellations

If either of us wishes to change the time of a session, we agree to give one another

at least 48 hrs notice in advance, if possible. If either of us does not arrive on time at the beginning of the session, not having already cancelled the session, we will

assume the other party isn't coming.

If you miss the session without notifying me, you will still be charged the full rate for the session.

If I miss the session without notifying you, I will either reimburse you or offer you an alternative coaching session within 5 working days.

Duration and termination

Once we have agreed on the number of coaching sessions you want, I will commit to

seeing you at least once a month or more frequently if you wish, for up to two hours at a time.

Please give me 5 working days written notice if you want to terminate the contract at any time.

I would be grateful if you would complete a short questionnaire at the end of the

coaching sessions to help me learn from the experience of coaching you.

Records

During the coaching session I will keep meeting notes to record your agenda, notes of the meeting and any action points you have set to work on over the next month.

I will keep these notes in a confidential file throughout the contract and then store them for 12 months after our contract is terminated. After 12 months the notes will be shredded or sent to you on request.

Policy documents

European Mentoring, Coaching Council (EMCC) and International Coach Federation (ICF) code of ethics. As a member of the EMCC\ICF I practice according to this professional Code of Ethics. A copy of the EMCC\ICF code of

ethics can be made available if requested. I have read the above and understood

this agreement.

Name (Client)

Signature

Date

Margaret K-Jerczynska

Name (Coach)

Signature

Date