



Mentoring and Coaching Agreement

Client Name	
Mailing Address	
Email	
Mobile	
Skype	
Coaching package	
Agreed Fee	
Agreed Duration	

Timing: Coaching sessions will be conducted in person, online or by phone. I will send you a reminder of our coaching time and agreed method 24 hours prior to session. Marni will contact you.

Payment Options:

1. Direct deposit into Bank Account

Account Name	bestyoucanbe.me
BSB	734 093
Account	780 458
Transaction Description	please use your name as reference

Changes: Rescheduling or cancellations of appointments should be done at least 24 hours before the planned date, to avoid a full fee charge for the missed session.

Confidentiality: I recognise that anything the client (you) share is regarded as confidential, whether it is business or personal information. I undertake not to, at any time, either directly or indirectly use or disclose any information the client shares with me in a session or interview.

Coaching/Mentoring: The client (you) is aware that coaching&/or mentoring is in no way to be construed as psychological counselling or any type of therapy. Coaching/Mentoring results are not guaranteed. The client enters into the coaching/mentoring with the full knowledge that they are responsible for creating their own results. The client is aware that their coaching/mentoring is dependent on their level of commitment throughout the process.

Please note there are three exceptions to the above confidentiality agreement:

1. When disclosure is required to prevent clear and imminent danger to yourself and others
2. When legal requirements demand that confidential material be revealed.
3. You agree to inform me, as your Coach, if you come under the care of any health care professional such as a therapist, psychologist, counsellor, psychiatrist or related professional during the course of our coaching relationship. If you are under this type of medical treatment, you must provide written permission from your practitioner stating their permission for you to attend coaching sessions.



We Both:

- ★ Agree to abide by the mutually agreed time frames to complete all commitments
- ★ Agree to ensure we keep coaching appointments.
- ★ Agree to honour our commitments to each other.
- ★ Agree to develop our coaching relationship that is fully open, honest, real and trusting.

Other

Procedure:

1. Return the signed and dated Coaching Agreement Form. You can either scan and email it to me OR take a photo of the document and email the image.
2. Book in your sessions via consultation with Marni Spicer - all sessions to be booked 48 hours in advance to allow preparation time.
3. Prior to our first session the client will complete the on-line CLIENT PROFILE FORM.
Located here at <http://www.bestyoucanbe.me/client-pro-form>, or on website under client forms.
4. Prior to each subsequent session/interview complete the on-line SESSION PREPARATION FORM at least 48 hours prior to the meeting.
This can be found on my website at <http://www.bestyoucanbe.me/session-preparation-form> or in the Client forms section from the main menu.
The form will automatically be emailed to me upon completion.
5. At the completion of each session you will need to complete the COACHING FEEDBACK FORM found at www.bestyoucanbe.me/coaching-feedback or in Client Forms, this will be emailed to me upon completion.
6. I will email you 24 hours before each session to confirm the session day and time.

Client Name: _____

Coach Name: *Marni Spicer*

Signature: _____

Signature: _____

Date: _____

Date: _____