

COACHING AGREEMENT

Coaching Sessions

Services will be provided by Gerda de Villiers as outlined in this document.

Confidentiality

- All information provided is bound by a code of confidentiality and will not be disclosed to any persons under any circumstances except by a court order, in the process of a police investigation, upon a crime being committed or if information indicates that the safety of a person is at risk.
- All records will be destroyed three years after consultancy has ended.

Fees

- The first 30 minute session is free.
- Fees must be paid in advance by means of EFT or Cash prior to commencing a session.
- Coaching Packages are charged at the negotiated rate and will normally continue over a 3-month period. The session frequency is determined by the nature and timeframe of the Client's coaching goals.
- In case of meetings outside of offices, travelling time to the location of such meetings will be billed on a pro-rata basis. Travelling rates will be billed per km.
- Unless notified within the required 24 hour period, the full fee will be charged if a late cancellation is made, for a shortened session due to a late arrival or if the appointment is not kept at all, with the exception of an emergency.

Coaching Sessions

- The first session will be used to clarify what is desired from the Coaching partnership and to complete the necessary documents.
- The duration of each Coaching session is approximately 60 - 75 minutes.
- All sessions will be attended as per appointment. A minimum of 24 hours notice will be given when the Coach or the Client will not be able to attend a session. The session will then be rescheduled to the first available appointment time.
- If the Client arrives late, the duration of the session may be reduced to maintain the Coach's schedule of appointments.

Commitment

An agreement will only be signed once the client has decided to commit to the Coaching Partnership. Meaningful results need commitment – not only to the Client but also to the coaching process. The Coach undertakes to provide the best possible Coaching. Many people create change for themselves in a short time. However, to refine and sustain the change takes several months. Although not binding, it is preferred that a Coaching relationship last at least 3 months. No reason or cause shall be required for any party to terminate this agreement.

Disclaimer

- The Client enters the Coaching relationship with the understanding that it not to receive counselling or therapy. The Client is also aware that coaching results cannot be guaranteed.
- How to handle issues and implement choices is the responsibility of the Client. The Coach shall not be liable to the Client for any losses whatsoever either by direct or indirect result of a referral or other advice given by the Coach.
- The Client agrees to follow up and perform any work assignments.

Our Coaching Fee Agreement:

1. A Package to the value of R _____ which includes:
2. _____ Sessions.
3. Six phone calls per month limited to a maximum duration of 10 minutes each.
4. Free Coaching Tools as / if required.
5. Access to my e-mail to a maximum of six e-mails per month [max 250 words]
 - a. (Response time of 48 hours, excluding weekends and public holidays).
6. Relevant articles at no charge.
7. Assessments (excluding Insights Personality Test)

As Client I _____ have read the Coaching Agreement.
I accept these requirements and will abide by the Procedures and the Coaching Agreement.

Signature _____ Date _____

As Coach I, Gerda de Villiers, will abide by the Procedures and the Coaching Agreement.

Signature _____ Date _____