Life Coaching Agreement

This Life Coaching Agreement signed on the "Effective Date" of _____
is made between the "Coach" and "Client" _____
(Client full name)

Both parties agree to the following terms:
Coaching involves a cooperative process where the Client and Coach maintain an ongoing relationship, where the Client is supported in developing new behaviors that enhance the Client's ability to clarify personal goals, break goals down into actionable steps, and facilitate successful outcomes on their personal objectives. This collaborative coaching relationship focuses on using core values as a personal foundation and releasing limiting beliefs or patterns, to support outcomes aligned with the Client's authenticity.

The Dragonfly Collective

The Coach is responsible for: assisting the Client to identify and define the desired goal (by asking focused questions), creating an action plan that the Client is able to commit to, assisting the Client to identify and remove roadblocks that may be impacting progress, and providing follow-up and encouragement that helps the Client stay the course. The Client and Coach are committed to being fully engaged in the coaching experience. The Client understands that they have everything they need to succeed already within them, and the Coach is there to help the Client bring their own solutions to the surface.

It's essential for the Client to understand that coaching is distinct from therapy, counseling, or consulting. Therapy focuses on healing wounds of the *past*, addressing ongoing patterns, and treating mental health issues with clinical intervention; the therapist tells the client what to do about the concern. Counseling is similar to therapy and tells the client what to do regarding a specific issue or area. Consulting typically delivers a canned solution for a specific issue, in a specific field. Coaching is also not mentoring, as mentoring is essentially handing down an experienced/ older way of thinking or doing something.

Coaching is future focused work, toward becoming/ achieving something in the future. Coaches believe Clients are whole - not broken. Coaches are guides who help identify gaps between current and future, to achieve goals, and determine the actions to get there. Clients of coaches have an understanding of their past, and have done some work to heal. Coaches assist clients with achieving through new lenses of wholeness, personal integration, presence, and active listening. Coaches ask the questions. Clients have all the answers.

Client Intake Form: The Client Intake Form, as provided in the Consultation Session/ available on the Life Coaching webpage, shall be used to gain valuable insights that will guide our coaching relationship.

This assessment helps me understand your behaviors, explore new possibilities, and establish a baseline of information about you.

Confidentiality: Privacy is a key concern. The Coach commits to keeping all conversations and information with the Client confidential, as allowed by the law. No personal information will be disclosed to anyone without the explicit permission of the Client. Exception: if there's an immediate threat of serious harm to the Client or others, I am morally obligated to not allow such harm.

Commitment: When entering this coaching relationship, both the Client and Coach acknowledge that the Client aims to make changes in their behavior or improve their life in some way. Such changes may require time to implement and sustain. The speed of change varies among individuals. Coaching services are virtual (with optional in-person meetings at the discretion/ comfort of Coach and Client).

Cancellation Policy: To ensure that each Client receives consistent Coaching support, with fair time management for both parties, it is the policy of The Dragonfly Collective to manage cancellations in the following manner:

- **All cancellations, scheduling, or rescheduling shall be done no less than 24 hours** prior to the start time of a session, unless there are extreme mitigating circumstances.
- **<u>If the Client fails to provide 24 hour notice for cancellation</u>:**
    - **1X** - An email reminder will be sent to Client to remind of these terms
    - **2X** - Client will receive notice that the session has been deducted from the total number of sessions in the contract, without refund.
    - **3X** - Coach reserves the right to cancel the contract, retaining the initial payment of ½ of the total contracted rate.
- **Client shall provide 30 days notice of the intent to cancel their remaining sessions to receive any refund or charge reversal**. **No refunds or reversals shall be granted on initial payments, as these are intended to cover the first month of Coaching services.**
- **If a cancellation issue arises after any later payment gate (see terms below under "Coaching Fees"), and Coach has not received 30 days notice of intent to cancel, the Client shall be responsible for any fee schedules agreed to up to this point and shall forfeit any refund of those funds whatsoever.**

Therefore, the Client and Coach agree to the following engagement terms:

- ☐ An initial 6 session coaching commitment, with bi-weekly sessions, over a 3-month period.
- ☐ An initial 6 session coaching commitment, with weekly sessions, over a 6 week period.
- ☐ A 12 session coaching commitment with bi-weekly sessions, over a 6-month period.
- ☐ A 12 sessions, coaching commitment with weekly sessions, over a 3-month period.
- ☐ An additional 6 session coaching commitment, as a follow on to the initial coaching contract.
- ☐ Other:

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Coaching Fees: Upon agreement to the Commitment (above), Client also agrees the following terms of payment. **Please check or initial each box below to indicate that you have read, understand, and**

agree to these terms of financial obligation to The Dragonfly Collective, LLC, for your Coaching Agreement with The Dragonfly Collective, LLC/ Rebecca Mackey, Coach & Owner.

- ☐ Fees are payable online through Stripe or PayPal; cash or check are also accepted on request.
- ☐ Consultations are FREE
- ☐ Single Sessions shall be paid in full prior to the Session start; even if the Client chooses to break a single session into two 30-minute sessions.
- ☐ Six (6) Session contracts require half (½) of the total amount due within 24 hours of contract signing; and the other half (½) to be paid prior to the start of the 4th Session.
- ☐ Twelve (12) Session contracts require half (½) of the total amount due within 24 hours of contract signing; one half of the remaining balance (or ¼ of the original total amount) due prior to the start of the 6th Session, and the final ¼ shall be paid prior to the start of the 8th Session.
- ☐ Alternate Payment Arrangements:

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- ☐ ***Discounts***: *Payment in Full of any 6 or 12 session package, within 24 hours of contract signing, will receive an additional 10% off. Inform the Coach of this intention and a discount code will be provided for you to use at time of payment.*
- ☐ Minimum of 30 days notice required, for early termination of any Coaching Commitment, for a full refund of any remaining sessions. A full refund shall be defined as any amount that remains on a pro-rated basis, less processing and handling fees for transactions. <u>If notice of early termination is not provided a minimum of 30 days in advance, the Client will not be eligible for any refund.</u>

Dated: _____

Life Coach's Signature: _____

Life Coach's Printed Name or Entity: _____

Life Coach's Phone Number(s): Life Coach's Email Address: _____

Dated: _____

Client's Signature: _____

Client's Printed Name or Entity: _____

Client's Phone Number(s): Life Coach's Email Address: _____