

## **Coaching Contract**

Thank you for entering into this work and welcome to my coaching practice. This document contains important information about my professional services and business policies. Please read it carefully and let me know if you have any questions. When you sign this document, it will represent an agreement between us.

### **Qualifications**

I have an M.A. in Clinical Psychology from Antioch University, with years of training and experience in treatments addressing trauma, relational issues, anxiety and mood, life changes, attachment, as well as personality structures and mindfulness-based practices. I work with a wide range of clients, individuals and relationships, and many presenting issues.

### **Coaching Service**

The services to be provided are coaching or tele-coaching as designed jointly with the client. It is significant that this service does not constitute psychotherapy. While I also offer psychotherapy services and have training and experience in diagnosing and treating psychological conditions, this is distinguishable from what we are engaging in. There are similarities between coaching and psychotherapy. However, they are different practices with different legal and ethical obligations, and it is important that you understand the differences between them. Psychotherapy is a health care service governed by the state consumer protection boards and may also be reimbursable through health insurance policies. This is not true for coaching. Both coaching and psychotherapy utilize knowledge of human behavior, motivation and behavioral change, and interactive counseling techniques. The major differences are in the scope of practice, and level of professional responsibility, including legal differences, as well as sometimes goals and focus.

The focus of coaching is on the development and implementation of strategies to reach client-identified goals of enhanced performance and personal satisfaction. Coaching may address specific personal projects, life balance, communication skills, relationship fulfillment, job performance and satisfaction, or general conditions in the client's life, business, or profession. Although there is some overlap with therapy, and it may feel similar in many ways, coaching is more about the here and now, rather than the past, and how the client wants to move forward in their life.

### **Confidentiality**

I will protect the confidentiality of our communications as a coach just as I would in my therapy practice. I will only release information about our work to others with your written permission or if otherwise required by law. This includes sharing information with another practitioner. If you are willing to have me share information with others, we will first execute a disclosure agreement that you create and are comfortable with. You do agree, however, that I may discuss content of our communication with others in the course of receiving consultation. I agree only to share this content with others committed to preserving confidentiality, and I agree only to share the minimum amount of information necessary to get advice or support that is necessary. Though coaches are not bound by the same legal reporting requirements as are licensed practitioners, you agree that I may breach confidentiality in order to protect you or others from harm, in particular if I have information of a child or elderly or disabled person being abused. If a client is an imminent risk to themselves or makes threats of imminent violence against others, you agree that I may take protective actions that may include breaching confidentiality. These situations are quite rare in coaching practices. If such a situation occurs in our relationship, as appropriate I may, but am not required to, discuss it with you before taking any action.

**Meetings**

Meetings are usually scheduled on a regular basis for 50 minutes. We may arrange to schedule sessions more frequently to best meet your needs, or less frequently due to vacations, illnesses, or other circumstances. Meetings will take place at my office, via phone, or via teleconferencing software. The length of the entire process is variable, dependent on the goals of treatment, and is ultimately left to the clients to decide whether to continue. It is highly recommended that we meet at least once prior to any termination in order to reflect on work completed, assess what is left unfinished, discuss any remaining interpersonal dynamics, and to assist you – the client – in formulating your next steps.

**Billing and Payments**

Two factors underlie our scheduling and cancellation arrangement. The first is that I must account for my own schedule. The other, and more important, is that your consistent attendance is a crucial contributing factor to a successful outcome of our work together.

You agree to pay for each session at the time it is held. Appointments are typically set at the same day and time each week on an ongoing basis; this time will be reserved for you each week as long as we work together. If you are unable to come to your appointment and would like to reschedule within the week, I am glad to try and accommodate, so long as the rescheduled session does not replace a future scheduled session. Because times are reserved solely for you, once an appointment is scheduled, you agree to pay for it unless you provide at least 24-hour notice. The missed session fee will be the same as your regular session fee. If I need to cancel a session less than 24-hours before the scheduled time, you will not be charged for the next scheduled session.

We have an arranged fee for a 50-minute session of \$\_\_\_\_\_. In the past, fees have increased by approximately \$10 per session at the beginning of each calendar year. The preferred way to pay is through either Venmo @Laurel-OConnor-LMFT. Credit cards, checks and cash are also accepted.

If you agree with these terms, please sign or type your name below and check the box indicating that the typed name constitutes your signature. I'll provide a copy of the completed signed form.

Client Name: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ By initialing here, I certify that my typed name constitutes my signature

Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_