**YOUR NAME OR COACHING COMPANY NAME**

## 123 Street Address, City, ST 00000 | (000) 000-0000 TEL | (000) 000-0000 FAX

www.YourSite.com | YourEmail@YourSite.com

**"FREE" STARTER COACHING SESSION**

(TERMS & AGREEMENT FORM)

Welcome to my *coaching* *practice* where I help people *reach* *their* *potential* by working *with* *them* on goal setting, taking action, overcoming any mental/emotional hurdles that might be preventing them from achieving their desired outcome with life, in business and/or relationships. This complimentary, FREE "starter" session will let you know if working with me can be of help in achieving the same within your life. So, are you ready to get coached? Let's get started!

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| CLIENT REFERRED BY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  REFERRAL TELEPHONE #: ( ) \_\_\_\_\_\_\_ ̶ \_\_\_\_\_\_\_\_\_\_\_ CERTIFICATE # \_\_\_\_\_\_\_\_\_\_ |

**STARTER CLIENT INFORMATION**

STARTER CLIENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE #: ( ) \_\_\_\_\_\_\_ ̶ \_\_\_\_\_\_\_\_\_\_\_ EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OCCUPATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MARITAL STATUS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SESSION INFORMATION**

Typically, my clients choose one of my coaching packages, a time frame to work with me (i.e., 3-, 6-, 12-months), and we start working on their desired outcomes, creating step-by-step plans and other action to-do items. It's during the *long-term* coaching sessions that we adjust, tweak, assess and re-align those "to-do" like action steps to get closer to achieving their desired goal.

PACKAGE TYPE/TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NUMBER OF "FREE" SESSIONS: \_\_\_\_ DURATION OF "FREE" SESSIONS: \_\_\_\_ MINUTES

SESSION FORMAT: ❑ Phone ❑ In-Person ❑ Skype ❑ eMail ❑ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

SESSION START TIME: \_\_ \_\_ : \_\_ \_\_ ❑ AM ❑ PM \_\_\_\_ [CLIENT TIME ZONE]

**PAYMENT & FEE INFORMATION**

FEE For This/These Session(s): "NO CHARGE" = TOAL VALUE OF $\_\_\_\_\_\_\_\_\_\_\_

**CALL-IN PROCEDURES:**

* Please call on time, and at the agreed upon time to begin your FREE session(s). If you call and reach a voice mail, do not leave a message or wait for a call back. Just call back a minute later.
* If you have to reschedule or cancel your scheduled FREE session, please do so at least 24 hours before the planned date and time.

**"FREE SESSION" COACHING TOPICS TO FOCUS ON**

Specifically, what would YOU like to focus on in this first session. While this is a FREE coaching session, *imagine* if you were to work with me for 3-, 6-, or 12- months. The benefits of coaching are experienced when we work long-term together. So, what's burning inside of you that you'd love to get input/guidance on or work with someone on? Based off the COACHING PACKAGE you chose, describe what you would like to work on, then out the PERSONAL ASSESSMENT FORM, and send them in to me, and WE CAN GET STARTED!

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**"FREE" COACHING CONFIDENTIALITY CLAUSE:**

All conversations between coach and client shall remain confidential. Any and all information related to each coaching session can only be shared with outside parties with written consent from both client, coach, and/or a court order. The only instance where this clause may be broken would be in the event the Client speaks of hurting themselves or others.

**WHAT "FREE" AND "PAID" COACHING IS & WHAT IT IS NOT:**

The "FREE" coaching session Client is aware that coaching is not to be construed as psychological counseling or any form of therapy. Coaching results are never guaranteed. The Client enters into the coaching agreement (free or paid) with the full understanding that they are personally responsible for creating their own results.

**READY TO "START WORKING" WITH "YOUR OWN COACH?"**

This is the entire FREE COACHING SESSION AGREEMENT, and reflects a complete understanding of the parties with respect to the services outlined in this document. This agreement supersedes all prior written and oral representations. Client's signature on this agreement indicates their understanding and agreement with the information provided within this document. Client also understands that [ENTER NAME OF COACH] is not a licensed therapist and that the Client is responsible for all their decisions, actions and feelings before, during and after any free or paid coaching session(s).

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CLIENT SIGNATURE DATE

**PLEASE SIGN, DATE & SEND THIS "FREE" COACHING**

**SESSION AGREEMENT TO YOUR COACH VIA FAX, EMAIL, REGULAR POSTAL MAIL OR DELIVER IT** **IN-PERSON AT**

**LEAST 3-5 DAYS "BEFORE" YOUR "FIRST" SESSION!!!!**