

CONFIDENTIALITY **AGREEMENT** & COACHING CONTRACT

First and foremost, I, the coach adhere to the values and principles laid out in the Simplicity on the Other Side manifesto -- please read the manifesto and discuss with me.

NATURE OF THE COACHING RELATIONSHIP

Coaching is a process in which the client wishes to achieve personal growth in their life with the aid of a coach. The coach's role is to act as a guide and to provide structure and method to the process of achieving that growth by analyzing the challenges and aiding the client in developing strategies and ways of thinking, and the actions to accomplish this change. Ultimately, It is you, the client who achieves change from your committed actions. Although, I as the coach will do what I can to assist you.

The focus of coaching can include any aspect of your life, including mental, emotional, physical, relational, spiritual and financial. As your coach, I will do everything that I can to assist you, but you, the client, retains full responsibility for your own wellbeing, and is solely responsible for any actions or decisions they take as a result of the coaching process. The coach cannot be held liable for any action or inaction you take as the client, or any direct or indirect results of the coaching process. The client recognizes that coaching cannot 'cure' anything, mental or physical and is not a replacement for therapy or medical help.

CONFIDENTIALITY

It is essential that confidentiality be maintained and trust established between coach and client. Our work together will remain completely confidential, and what is discussed in session will not be discussed outside of that session.

The only exception to this rule is when a coach may discuss issues arising from sessions with their own mentor or coach. If this occurs, the coach will ensure your anonymity by not providing identifying information.

RECORD KEEPING AND DATA PROTECTION

The coach may take notes in sessions in order to better understand the client and aid in preparation for subsequent sessions. These notes will never be given to a third party. Any notes will be retained for the period of coaching, and then held in a secure format for a period of 3 years, in case the client wishes to return to coaching at a later date.

Within our strict code of confidentiality, I will need to keep your name, contact details, and attendance data on record in my office in a locked file or password protected electronic file. I, the coach, will keep a record of all appointments offered, attended, and canceled, and of the payments received. You have a right to see all of your notes and

records. If you would like to see the information that the coach has about you, please ask at any point throughout the coaching process.
In accepting the offer of coaching you agree to these records being kept.

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COACHING FRAMEWORK / PROCEDURE

This may vary on a case by case basis. It is possible for coaching to be approached on a session to session basis, or in blocks of sessions. By its nature, coaching relationships are often open ended, although some coaches prefer the client committing to blocks of coaching, which may reap greater rewards as it represents a greater investment in the process on the part of you, the client.

I will assume that we will meet on a session-to-session basis. If you would prefer to commit to a 'block' of sessions, paid in advance ('I Commit to ____ number of sessions over a period of 12 weeks') then just let me know.

Each session will be 50 minutes long, unless specifically arranged differently via email. My email address is coach@cliffbentley.com

AGREED FEES

Price per individual session is \$110. A block with 1 session per week: 12 weeks \$1,100.
The fees are payable in advance for a block.

CHANGES

Session to session arrangements can be canceled at any time with at least 24 hours notice prior to an arranged session. Where a block has been paid for, cancellation is not possible as it would defeat the purpose of committing to a block. However, changes in session times should be made 24 hours before the agreed time and in accordance with agreed procedure.

A break in a block may be arranged by mutual consent, email me.

PROBLEMS

If at any time you experience problems with the coaching process, it is best to bring it up with me and attempt to overcome any obstacles that have arisen. The coach and client undertake in good faith to resolve any problems to the best of their ability and to the satisfaction of both parties. If in the unlikely event a problem still remains, we recommend that the parties seek mediation from an impartial third party.

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THE UNDERTAKING OF THE COACH

I undertake to act to the best of my ability as your coach and to work with you to help identify your personal and professional goals. I undertake to offer you my full and undivided attention during our sessions together, to offer no judgment, only observation. I will never tell you what to do, as you will always decide for yourself, I will only seek to help you explore the possibilities available to you.

I promise to adhere to the values and principles of the Simplicity on the Other Side manifesto, and to do my very best to ensure you have a productive and transformative experience in alignment with your own values, goals and stated desires. I will be totally committed to your desire for change and fulfillment and celebrate your every success.

I can not offer any expertise in relation to mental health or physical health, and if these are issues I will always advise you visit a relevant professional. I look forward to a fulfilling and exciting coaching journey with you.

Name:

Signature:

Date:

THE UNDERTAKING OF THE CLIENT

I am motivated and committed to the coaching process. I understand that in order to achieve results, my full participation and commitment will be required. I accept full responsibility for myself and any actions I take that might result from Coaching and I promise that I am healthy enough physically and mentally to engage in coaching. I know that I must take responsibility for my life in order to empower myself to achieve the change I wish to make and that no one else can do this for me.

I can afford the Coaching fee at this time. I agree to honor my scheduled session times, and I can afford the fees for coaching at this time. If my circumstances change I will tell my coach as soon as possible.

I have read and agree with the Coaching Agreement.

Name:

Signature:

Date: