InEssence Coaching SM LLC
Kellie R. Mox Richards MPH
Certified Intrinsic Coach™

The Coaching Relationship Agreement

Client Name: _____

This agreement, between InEssence Coaching, LLC and the above-named client, will begin on _____, 2006 and will continue for a minimum of _____ weeks. The total fee for the duration of this agreement is $_____, payable within 5 business days of the first coaching session via check.

InEssence Coaching, LLC will provide telephonic coaching services to the client in the form of one 30 minute session per week through the end of the agreement. The client agrees to call the coach for scheduled sessions at the agreed upon date and time. Should the client need to reschedule a telephonic session, the client will provide at least 24 hours advance notice via e-mail or telephone. During the agreement, the client may also send brief e-mail communications to the coach, which the coach will respond to within 1 business day.

Upon completion of this coaching relationship agreement, if the client desires additional coaching services, he/she may purchase an additional coaching package or a monthly maintenance plan.

Coaching is a unique conversation between two people that produces positive results that are unique to you and important in your life. This conversation will elicit your best thinking and decision-making as I facilitate reflection, self-assessment, self-determined decisions and action plans, thus helping you to identify and reach your goals. Other coaching services include value clarification, brainstorming, powerful questioning, and making empowering requests. Although coaching may address sensitive personal or professional conditions in your life, please be advised that coaching is not therapy, consulting, or mentoring, and it is not a conversation in which I will give you advice, though I may occasionally share specific expertise where appropriate and upon request. In no event will I or InEssence Coaching, LLC be liable to you or anyone else for (i) any decision made or action taken by you in reliance on coaching sessions or any other communications, or (ii) for any consequential, special or similar damages, even if advised of the possibility of such damages.

Coaching requires you and me to engage in direct and personal conversation so you can move forward, as quickly as possible, toward the goals you set. You can count on me to be honest and straightforward in asking questions and making requests, and I ask the same of you. Open and honest communication is required so you get what you need from the conversation. I promise that any information you provide to me will be kept strictly confidential. I will not report on your progress to anyone other than you. An exception would be legal requirements that override promises of confidentiality, for example reporting a crime or threat of harm to self or others.

As the client, you commit to the processes of self-discovery, planning, and action; therefore, you will always direct the conversation, even as I ask you questions to elicit your best thinking. I encourage you to accept, decline, or suggest an alternative to any coaching question and to reroute the conversation should you realize that a different direction would be more beneficial. Remember: the expert on you is always you and you are ultimately accountable for the results you may or may not produce. You grant the power to the coaching relationship. If you believe at any time the coaching is not working as desired, please notify me immediately so that we may discuss alternatives.

Our signatures on this agreement indicate full understanding of and agreement with the information outlined above.

_____	_____	_____	_____
Client	Date	Coach	Date

phone 734.476.0349 kellie@inessence-coaching.com