

Lisa Hecht & Associates, LLC

4920 E. Sagewood Drive

Boise, Idaho 83716

Phone: US 208 841 0058 ● E-Mail: lisa.hecht@lisahechtassociates.com

Dear [Client],

Thank you for inviting me to work with you in relation to your coaching needs!

This letter sets out the agreement between us in relation to your coaching. Please contact me if you have any questions or concerns. Otherwise, please confirm your acceptance by signing a copy of this letter and returning it to me prior to our first coaching session.

Coaching will be provided by Lisa Hecht of Lisa Hecht & Associates, LLC, and the client will be [Client].

Scope of the Coaching

Our coaching consists of one-to-one sessions to facilitate professional and personal growth. Through face-to-face or telephone meetings, I will provide you with coaching to develop and monitor the implementation of strategies and plans to help you achieve your stated goals in your career and life.

I, the coach, agree to maintain the ethics and standards of behavior set by the International Coach Federation “(ICF)” at <http://www.coachfederation.org/ethics> .

Your Responsibilities

You are responsible for creating and implementing your own physical, mental and emotional well-being, decisions, choices, actions and results. As such, you agree that I am not and will not be liable for any actions or inaction, or for any direct or indirect result of any services provided. You understand that coaching is not therapy and does not substitute for therapy if needed, and does not prevent, cure, or treat any mental disorder or medical disease.

You understand that coaching is not to be used as a substitute for professional advice by legal, mental, medical or other qualified professionals and will seek independent professional guidance for such matters. If you are currently under the care of a mental health professional, I recommend that you inform the mental health care provider.

You agree to communicate honestly, be open to feedback and assistance and create the time and energy to participate fully in the program.

Preparation for Sessions

In order for you to obtain the maximum benefit from our sessions, please complete the items I request prior to our session. This typically includes a *Client Focus Form* (progress, learning and session objectives) and may include other items.

Confidentiality

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This coaching relationship, as well as all information (documented or verbal) that you share with me as part of this relationship, is bound to confidentiality by the ICF Code of Ethics but is not considered a legally confidential relationship (as in Medicine or Law). I agree not to disclose any information pertaining to you without your written consent. I will not disclose your name as a reference without your consent. Confidential information does not include information that: (a) was in my possession prior to its being furnished by you; (b) is generally known to the public or in your industry; (c) is obtained by me from a third party, without breach of any obligation to you; (d) is independently developed by me without use of or reference to your confidential information; or (e) that I am required by law to disclose.

Charges and Payment

You agree to pay me for each hour of coaching or part thereof that you ask me to provide you. If you cancel a session with less than 24 hours' notice, you agree to pay me for the hour that was scheduled.

The cost for each session (typically 30-60 minutes) will be \$75. Please remit payment via cash, check, or Paypal so that I receive it prior to the second session or within 30 days. Let me know if you require an invoice.

Liability

Life coaching is, by its nature, a process of trial and error. Life coaching is not counseling, psychological treatment, medical treatment, or psychiatric treatment. You understand and acknowledge that you remain wholly responsible for your thoughts and actions both within the coaching relationship and outside the relationship. Accordingly, you hold me (the coach) harmless from any losses, damages, costs, expenses, and/or other harm, of any type or nature, that you may suffer or incur as a result of our relationship and, further, you agree to indemnify and defend me from and against any claims that we are liable as a result of providing life coaching services.

Intellectual Property Rights

Proprietary items and tools I provide you are not to be shared with others for profit without my consent.

Termination

Either of us may conclude the coaching relationship at any time with 24 hours' notice. Please know that you may sometimes be tempted to quit when the going gets difficult and resistance comes up. This often means that you are close to a major breakthrough. In this case, I hope you'll persist!

I look forward to helping you achieve your goals!

Sincerely, Lisa A. Hecht

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Agreed and Accepted by

_____ Date _____

[Client]

[Client Email Address]

OPTIONAL

I, the client, give the coach permission to share my name with the ICF for the purpose of verifying our coaching time together as part of the application for certification.

_____ Date _____

[Client]

[Client Email Address]