

Coaching Agreement

This Agreement is entered into by and between:

Daisy Lainoff (Coach, Me After Mum Ltd)

and

_____ (Client)

This agreement outlines:

- Definition of Coaching
- Coach-Client Relationship
- Booking Procedure
- Cancellations and Refunds
- Release of Information

Definition of coaching

Coaching is focused on empowering you to find new ways of being and doing. A partnership is formed between the Coach and the Client in a thought-provoking and creative process that inspires the Client to achieve sustained change. It is designed to facilitate the creation/development of personal, professional or business goals and to develop and carry out a strategy/plan for achieving those goals. Coaching assumes that you are the expert and have the answers, your coach is there to inquire, challenge and support you as you discover insights into your own situation.

Coach-Client Relationship

The Me After Mum approach sees coaching as a relationship of co-responsibility, where Coach and Client have unique responsibilities:

1. The Coach will maintain the ethics and standards of behaviour established by the International Coach Federation "(ICF)" (Coachfederation.org/ethics).
2. The Client is responsible for the issue or situation they would like to reflect on and for discovering what the solutions might be to that situation.
3. The Coach will provide a protected space for the Client to explore the issue or situation and support the Client to determine what the solutions might be. The Coach will listen, ask the Client questions and reflect back what they see, hear and feel in

response to what the Client says and does. The Coach will ask the Client any question that they feel will help the Client achieve their goal.

4. The Client is solely responsible for creating and implementing their own physical, mental and emotional well-being, decisions, choices, actions and results arising out of or resulting from the coaching relationship. The Client understands that coaching is not therapy and should not act as a substitute for therapy, if needed, and does not prevent, cure, or treat any mental disorder or medical disease.
5. The Client acknowledges that coaching is a comprehensive process that may involve different areas of their life, including work, finances, health, relationships, education and recreation. The Client agrees that deciding how to handle these issues, incorporate coaching principles into those areas and implementing choices is exclusively the Client's responsibility.
6. The Client understands that in order to enhance the coaching relationship, they will need to communicate honestly, be open to feedback and assistance and to create the time and energy to participate fully in the process.

Confidentiality

This coaching relationship, as well as all information (documented or verbal) that the Client shares with the Coach as part of this relationship, is bound by the principles of confidentiality set forth in the ICF Code of Ethics. This confidentiality does not include information that is disclosed to the Coach and as a result of such disclosure the Coach reasonably believes there to be an imminent or likely risk of danger or harm to the Client or others or involves illegal activity. The Coach agrees not to disclose any information pertaining to the Client without the Client's written consent.

Booking Procedure

The time of the coaching meetings will be determined by the Client and will be scheduled using the booking system at meaftermum.com. The most up to date fees will be included on the booking system and payment must be made in advance. All sessions will be on zoom.

Cancellations and Refunds

Purchasing a coaching session or package indicates your commitment to participate in the process and follow through to its conclusion. However, unexpected events can happen.

In addition to the general guidelines outlined below, refunds and cancellations will be considered on an individual basis, please contact hello@meaftermum.com.

- The Client may reschedule a session with more than 24 hours notice free of charge.
- Any missed sessions or cancelled sessions with less than 24 hours advance notice will be fully charged.
- If the Client has purchased a package and unexpected circumstances prevent them from completing all of their scheduled sessions, then the Client may request a refund for the amount pertaining to the remaining sessions.
- If the Coach needs to cancel the session with less than 24 hours notice, the session will be rescheduled free of charge.
- All refunds will be subject to a 2% administrative fee.

Release of Information

The Coach engages in training and continuing education pursuing and/or maintaining ICF Credentials. That process requires the names and contact information of all Clients for possible verification by ICF. By signing this agreement, you agree to have only your name, contact information and start and end dates of coaching shared with ICF staff members and/or other parties involved in this process for the sole and necessary purpose of verifying the coaching relationship, no personal notes will be shared.

Please tick here if you do not wish for your information to be shared on this basis

Client Refuses

Name of coach: Daisy Lainoff

Signature:

Name of coachee:

Signature:

Date: