



604-LADYBUG

www.ladybugcoaching.com
ladybugcoachme@gmail.com

BUSINESS COACHING Policy

Due to COVID 19, any IN-PERSON sessions CLIENTS must complete a Pre-Screening Questionnaire and temperature check. Mask and gloves will be Mandatory during your session. Clients with ANY SYMPTOMS are expected to reschedule their appointment. IF symptoms are present at the time of the Session, LADYBUG COACHING RESERVES THE RIGHT TO CANCEL and the CLIENTS WILL BE CHARGED for the session.

Agreement MUST signed and agree prior to the session.

Sessions must be paid in advance and NO later than the first Session
Coaching will be focusing on the topics/results/outcomes/goals attached to this agreement as Schedule A.

COACHING AND CONFIDENTIALITY

Description of Coaching:

Ladybug Coaching is designed to provide clients with a greater ability to produce results. It is intended to foster independence in the Client's own ability to rely on himself/herself. Coaching does not focus on the past. The purpose and function of the Coach is not to be an authority or an expert. The Coach relates to the Client as a partner. Together, the Client and the Coach choose the focus and desired outcomes of their work. The goal of the work is specifically, what the Client has determined to create in his/her life. The Coach would, question, probe, listen, brainstorm with the client to determine what she/he would like to create in their life. The coach provides new resources, ideas and technique that helps the Client in gaining more joy his/her life. The Coach does not GUARANTEE the Client's results. What the Coach does is to support the client in creating the goals that the client desires.

Coach-Client Relationship

- A. Coach agrees to maintain the ethics and standards of behavior established by the International Coach Federation "(ICF)". It is recommended that the Client review the ICF Code of Ethics and the applicable standards of behavior.
- B. Client further acknowledges that he/she may terminate or discontinue the coaching relationship at any time.
- C. The Client understands that in order to enhance the coaching relationship, the Client agrees to communicate honestly, be open to feedback, assistance and to create the time and energy to participate fully in the program.
- E. Clients suspected of being under the influence of any substance, foul, abusive or aggressive language will not be tolerated and the session will be terminated.
- F. Minimum of 10 minutes waiting time for a scheduled session will be given. Clients will be charged for missed appointments.

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. However, please be aware that the Coach-Client relationship is not considered a legally confidential relationship (like the medical and legal professions) and thus communications are not subject to the protection of any legally recognized privilege. The Coach agrees not to disclose any information pertaining to the Client without the Client's written consent. The Coach will not disclose the Client's name as a reference without the Client's consent. Confidential Information does not include information that:

- (a) was in the Coach's possession prior to its being furnished by the Client;
 - (b) is generally known to the public or in the Client's industry;
 - (c) is obtained by the Coach from a third party, without breach of any obligation to the Client;
 - (d) is independently developed by the Coach without use of or reference to the Client's confidential information;
 - or (e) the Coach is required by statute, lawfully issued subpoena, or by court order to disclose;
 - (f) 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;
 - and (g) involves illegal activity.
- The Client also acknowledges his or her continuing obligation to raise any confidentiality questions or concerns with the Coach in a timely manner. *According to the ethics of our profession, topics may be anonymously and hypothetically shared with other coaching professionals for training, supervision, mentoring, evaluation, and for coach professional development and/or consultation purposes.

CANCELLATION AND TERMINATION Policy

The client agrees that it is the Client's responsibility to notify the Coach 24 hours in advance of the scheduled calls/meetings. Coach reserves the right to bill Client for a missed meeting. Coach will attempt in good faith to reschedule the missed meeting. Either the Client or the Coach may terminate this Agreement at any time with a written (emailed) notice. The client agrees to compensate the Coach for all coaching services rendered through and including the effective date of termination of the coaching relationship.

LIMITED LIABILITY

In NO event shall the Coach be liable to the Client for any indirect, consequential, or special damages. Ladybug Coaching aka Ladybug Driving School will not be held responsible for any liabilities.

ENTIRE AGREEMENT

This document reflects the entire agreement between the Coach and the Client and reflects a complete understanding of the parties with respect to the subject matter. This Agreement supersedes all prior written and oral representations. The Agreement may not be amended, altered or supplemented except in writing signed by both the Coach and the Client.

BINDING EFFECTS

This Agreement shall be binding upon the parties and their respective successors and permissible assigns. Please sign and return a copy of this Client Agreement prior to the first scheduled coaching meeting to ladybugcoachme@gmail.com

SERVICES

Coaching is a fee-for-service. This cost is in accord with the conditions and requirements detailed in the contract according to Schedule A. which has been accepted by both Client and Coach. The parties agree to engage in Sessions Via agreeable Virtual or personal meetings, Schedule, and Fees The calls/meetings shall be 50 minutes in length. Sessions must be paid in advance and NO later than the first Session via Etransfer to ladybugcoachme@gmail.com

Client Name: _____ Client Signature: _____ Date: _____