

Client XXXXXXXXXXXX

Address XX

Telephone XXXXXXXX **Email** XXXXXXXX

Focus XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Schedule We have agreed a series of XXX sessions at 22 Ambrose Rd, Cliftonwood, Bristol, BS8 4RJ, starting on
• XXXXXXXXXXXXXXXXXXXX
• Further dates to be confirmed
This first coaching session will last about 1 ½ hrs with subsequent sessions about one hour in length.

Changes If you need to reschedule an appointment, please let me know 3 days in advance to avoid a cancellation charge of 50% - 100%.

Confidentiality The coaching relationship is confidential. I will not disclose information which you share with me during our sessions, except under supervision, or in cases where there is a legal/moral obligation on me to do so.

Nature of coaching As a client, you are aware that coaching is not counselling, therapy or mentoring. Results are not guaranteed. The coaching will be most successful when you see yourself as responsible for implementing the decisions you make. Carrying out any tasks or activities agreed between sessions will increase the effectiveness of the work we do together.

Extra time If you need urgent support or want to share a success with me, please ring me or send an email, leaving your contact details and times when you are available.

Problems If you have any concern about the way we are working, please tell me directly as soon as possible so we can discuss the issue in order to make the coaching work effectively for you. If you still find that coaching with me is not what you wanted, I will not hold you to finishing the series.

Code of Ethics I am bound by the Code of Ethics of the International Coach Federation, to whom you may refer if necessary.

Charges We have agreed a fee of £XXXX for the series of 6 sessions, to be paid XXXXX

Contact details As a client, you agree to your name, email address and telephone number being passed to the International Coach Federation for the purpose of occasional checks carried out on members of the ICF.

*Client**Date**Coach**Sarah Cornwall**Date**XXXX 2011*