



Coaching Agreement

Prior to our first session, please review and sign the following agreement.
If you have any questions, feel free to contact me directly at shay@wellbyshay.com.

Our work will start _____ and span _____ months. We will meet once a week for 45 minutes each. You are responsible for setting your own appointments using the scheduling link and code sent when your first appointment was scheduled.

If you need to cancel or reschedule a session, please do so online through the “Cancel/Reschedule” link provided at least 24 hours in advance of your original appointment. Failure of a 24-hour notification results in a loss of appointment. Of course, there may be a time when unforeseeable circumstances arise. In this case, you are allowed two (2) “emergency reschedules” without forfeiting an appointment included in your series.

What to expect

The key to an effective coaching relationship is communication. Please be honest with yourself and me throughout the coaching process. You can expect me to be straightforward, yet understanding, constructive and confidential. You can say anything to me, positive or negative; this includes letting me know if something makes you uncomfortable or if you don't want to respond to a question. Please let me know at any time if you have concerns that we haven't addressed.

As your coach, I am a resource for you to use to your best advantage. I will share concepts and insights, but I will not dictate strategies or develop a plan for you to follow. Rather, I will ask questions that are intended to provoke thought and increase your success in attaining your health goals. I will serve as a guide for you to find solutions to achieve your goals, but you will remain the expert of your own life. I expect your best and your willingness to grow.

Prepare for you session

After our initial consultation, I ask that you come to the coaching sessions prepared with an idea of what you want to achieve in each session. To help you with this, you are welcome fill out the Coaching Session Prep Form before our sessions. If possible, it would be helpful for you to email me this form 24 hours in advance of our sessions, excluding the first session.

Retainer and Payment Procedure

Payment is due upon scheduling services through the scheduling link. Your series will include either twelve (12) twenty-four (24) or thirty-six (36) 45-minute coaching sessions (depending on selected package), plus email support Monday–Friday.

Because of the time, scope, and nature of the work, the initial contract is either for three (3) or six (6) or nine (9) months of coaching. Thereafter, if you would like to continue working with



me, you are eligible to re-enroll in a continued month-to-month program for a discounted rate, or you can schedule single-session “check-ins” for support maintaining your new lifestyle.

Termination

If possible, I ask that you let me know one month in advance if you would like to terminate our work together. All payments are final but I will consider refunds should an unforeseeable situation arise.

Confidentiality

I recognize that in the course of our work, you may give me the following: health status, financial details, job information, goals, future plans, personal information, and other proprietary information. I will not at any time, either directly or indirectly, use any information for my own personal benefit, disclose, or communicate in any manner any information to any third party. I will not divulge that you and I are in a coaching relationship without your permission. I will hold everything that we say and do confidential unless you present a physical danger to yourself or others. In this case, I will inform legal authorities so that protective measures can be taken. In addition, you should know that unlike a physician or a lawyer, our confidentiality agreement is not protected by law. Should it ever happen, I cannot claim in court to be unable to divulge the contents of our conversations.

Nature of the relationship

Our coaching relationship should not be construed as psychological counseling or psychotherapy. In the event that you feel the need for professional counseling or therapy, it is your responsibility to seek a licensed professional. Coaching results are not guaranteed. You enter into coaching with the understanding that you are responsible for creating your own results.

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Client Waiver

I understand that I am working with an Integrative Health Coach. My coach cannot be held liable for anything they provide during our work together.

Client has read and agrees to the parameters of the coaching practice which have been outlined on the previous pages.

Client Signature: _____ Date: _____

Coach Signature: _____ Date: _____