

Terms of Agreement

1. Intention

The client wants to ...

2. Format

Technical's	Telephone/Skype/Oovoo coaching sessions or other format where such is agreed.
Length of each session	Sessions usually last for 1 hour although a different time frame can be agreed where appropriate.
Number of sessions	The whole coaching program lasts 10 sessions within approximately 3 month (holidays excluded). The final number of sessions has to be agreed on between coach and client.
Frequency of sessions	I usually recommend sessions on a weekly basis, but the frequency of coaching sessions can be adjusted to suit your individual circumstances.

3. Responsibilities

I, the coach	agree to coach you to the very best of my ability, to believe in you, to encourage you and to give you 100 percent of my energy and commitment. Furthermore <ul style="list-style-type: none">▪ I make every meeting exactly on time▪ I always attend a scheduled coaching session▪ I respond to all messages and emails within 48hrs▪ I follow the coaching ethical rules of conduct including confidentiality▪ I do not withhold anything from the client▪ I will act at all times as a model for my clients
I, the client	agree to demonstrate my commitment to myself and to the coaching relationship by carrying out the challenges and assignments that my coach & I agree – without delay.
Homework	The coach may assign the client tasks or exercises to complete between coaching sessions. There is no obligation on the client to complete these items of 'homework', but not doing so may slow the client's progress in gaining desired outcomes.

4. Terms of Payment

- Program Fee** The program entails 10 sessions of 60 minutes each for the duration of 3 months at a fee of 1.500,00 EUR (exclusive VAT).
- Payable in advance** It has been agreed that the fee will be paid to a designated bank account in AUSTRIA prior to the start of the program.
- Early termination** The client is entitled to terminate the service early at any time by informing the coach in person, by email or letter. In such a circumstance the client will be entitled to a full refund for any coaching sessions already paid for but not yet provided to the client.

Place:
Date:

Place:
Date:

Signed by _____
Client

Signed by Steffi Bärmann
Your Career Coach