

# Coaching Agreement

between

Dr. Ulrike Schneeberg                      and                      [Client's name and address]  
Kenne deine Monster  
Weisestr. 63  
12049 Berlin

whereby Ulrike agrees to provide Coaching Services for [Client's name] (referred to as "Client" in the following) focusing on:

Topics/ questions/ goals:

- ...

Suggested approach:

- ...

## §1 Description of Coaching

Coaching is a partnership (defined as an alliance, not a legal business partnership) between the Coach and the Client in a thought-provoking and creative process that inspires the client to maximize personal and professional potential. It is designed to facilitate the creation and development of personal, professional, or business goals and to develop and carry out a strategy for achieving those goals.

## Coach-Client Relationship

- 1) Coach agrees to maintain the ethics and standards of behaviour established by the International Coach Federation "(ICF)" ([coachingfederation.org/ethics](http://coachingfederation.org/ethics)), including:
  - a) **Responsibility to clients** (encompassing, among other aspects, the maintenance of strictest levels of confidentiality with all parties as agreed upon as well as clear communication at all stages of the coaching relationship).
  - b) **Responsibility to practice and performance** (encompassing, among other aspects, the commitment to continued professional development and the recognition of personal limitations).
  - c) **Responsibility to professionalism** (encompassing, among other aspects, the accurate presentation of coaching qualifications and competency, and not participating in any sexual or romantic engagement with clients).

- d) **Responsibility to society** (encompassing, among other aspects, the avoidance of discrimination by maintaining fairness and equality in all activities and operations, while responding to local rules and cultural practices).
- 2) Client is solely responsible for creating and implementing his\*her own physical, mental and emotional well-being, decisions, choices, actions and results arising out of or resulting from the coaching relationship. As such, the Client agrees that Ulrike is not and will not be liable or responsible for any actions or inaction, or for any direct or indirect result of any services provided by Ulrike.
  - 3) Client understands coaching is not therapy and does not substitute for therapy. Client acknowledges that coaching does not involve the diagnosis or treatment of mental disorders and that it is the Client's exclusive responsibility to seek such independent professional guidance as needed.
  - 4) Client further acknowledges that he\*she may terminate or discontinue the coaching relationship at any time.
  - 5) Client acknowledges that coaching is a comprehensive process that may involve different areas of his\*her 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, the Client agrees to communicate honestly, be open to feedback and assistance and to create the time and energy to participate fully in the program.

## § 2 Services

The parties agree to engage in \_\_\_\_ hours of coaching within [time frame]. The coaching takes place [online or on-site]. Ulrike will be available to Client by e-mail and voicemail in between scheduled meetings from Monday to Friday between 9 a.m. and 6 p.m. CET.

After the last coaching session agreed here, new coaching hours can be agreed upon orally. The validity of the Coaching Agreement will remain intact.

## § 3 Release of Information

Ulrike engages in training and continuing education pursuing ICF (International Coach Federation) Credentials. That process requires the names and contact information of all Clients for possible verification by ICF. By signing the agreement in this section (§ 3), you agree to have only your name, contact information, and start and end dates of coaching shared with ICF staff members involved in this process for the sole and necessary purpose of verifying the coaching relationship. No personal notes will be shared.

Client Agrees \_\_\_\_\_ Client Refuses \_\_\_\_\_

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.

For the purpose of self-reflection and development, Ulrike records individual coaching sessions only if the Client agrees to it in a separate form of consent.

## § 4 Fees

The coaching is defined as appointments of \_\_\_ minutes with the following fee. (Upon mutual agreement, a solidarity fee may apply.) Should the Client decide to request a writing consultation for application materials, another fee would apply. The agreed fee is the gross fee.

	<b>Net fee</b>	<b>19% VAT</b>	<b>Gross fee</b>
<b>Coaching (60 Min)</b>	100,84 €	19,16 €	120,00 €
<b>Textberatung (60 Min)</b>	67,23 €	12,77 €	80,00 €

Ulrike habitually sends the invoice for all rendered coaching sessions at the end of the coaching process. Upon Client's request, an invoice can also be sent after each individual session.

## § 5 Scheduling and cancellation of appointments

The Client books time slots for each coaching session individually via:

<https://calendly.com/deinemonster/60min>.

The Client may cancel appointments until 8 a.m. (CET) of the same day without incurring any fees. Cancellation after that time will incur 100% of the fee. The Client is asked to cancel appointments only if needed (e.g. due to illness or other unforeseen events) and as early as possible.

## § 6 Termination policy

The Coaching Agreement's validity is unlimited. Both parties may terminate it with at least five days' notice, without giving any reasons. Appointments which have already been booked and are set within two days following the notice must be paid by the Client at 30% of the normal fee.

## § 7 Limited Liability

Except as expressly provided in this Agreement, the Coach makes no guarantees, representations or warranties of any kind or nature, express or implied with respect to the coaching services negotiated, agreed upon and rendered. In no event shall the Coach be liable to the Client for any indirect,

consequential or special damages. Notwithstanding any damages that the Client may incur, the Coach's entire liability under this Agreement, and the Client's exclusive remedy, shall be limited to the amount actually paid by the Client to the Coach under this Agreement for all coaching services rendered through and including the termination date.

Signature – Dr. Ulrike Schneeberg

Berlin, [date]

Signature – Client

Place, Date