



LIVE by DESIGN

LLC

Coaching Agreement

Please take the time to read this agreement so that you can get the most out of our coaching relationship, and so that we are in alignment. These items form part of our coaching agreement. This document is intended to have legal significance and as such, you may want to consult with your legal advisor.

To continue with our coaching arrangement, please send the full agreement back to me, after signing it.

Coaching Sessions

My Five stage Signature Program - **Get Ready 4 Change**

The base coaching is a five stage process with one coaching session per week. Sessions are 45-60 minutes long. The number of sessions depend on the desired outcome agreed on.

1. Your current situation and transition
2. Identify your goals - and specify the objectives.
3. Your Vision - your Action plan.
4. What's holding you back?
5. Check your "GPS" location and direction.

I also offer a monthly **Just In Time** retainer service to ensure you stay focused and dedicated to the outcome you committed to by signing up for my signature program Get Ready 4 Change.

Client Bonuses

Extra time: I'm available! You may call me between our session times if you need coaching on an issue, or can't wait to tell me about something great! I do have time between our regular sessions to speak to you, if needed, and enjoy providing this extra level of service. I do not bill for this additional time, but I do ask that you keep any extra calls brief (5 minutes or so).

E-coach: Feel free to email me during the week to a) share a "win", b) clarify a point, c) have me review something, or request coaching on a particular issue. It's up to you how much you use me this way.

Friends: If you have a friend, family member or colleague who would like "one-off" coaching on a particular issue, I am happy to spend 15 minutes with them. There is no charge for this – only if an assessment is needed and/or I need to spend more time with them.

25% discount: See "Referrals" below.

Fieldwork

I will ask you to identify what you will accomplish between one session and the next. If the suggested actions are too much, say so. If you want to achieve more, just ask. Remember, I expect you to do what you say you'll do – if something comes up, you agree to renegotiate with me rather than get to the next session with items not complete. From time to time, I'll also make direct requests, such as "Will you accomplish X by the end of the week?" Please feel free to accept, counter offer, or decline.

Referrals

I love referrals! A referral coming from you feels like an acknowledgement that I'm doing a great job, and is much more rewarding than a client from the yellow pages. If you know someone who could use a coach, simply refer him or her to www.CoachLars.com or request a complimentary consultation, and have them mention your name. For a referral who becomes a client I offer my monthly retainer service at a 25% discount for you as a thank you.

Rescheduling Sessions

Please make your coaching a priority. After all, we are working on the things YOU have said are most important. Sessions don't carry over to the following week, and are not cancellable. If you give me prior notice, I will offer you another time slot within my standard coaching hours in the same week – if available. However, if you miss a session, you will be charged for the session.

Billing

Billing is by PayPal, in advance, for the five stage signature program **Get Ready 4 Change** with a definable term, outcome and specific price we have agreed on. If you are serious about putting a coaching structure in your life, you may elect to add my monthly retainer service **Just In Time** coaching to optimize, insure and train you to remain focused and dedicated to the result and process you already accomplished by using my signature program. Just In Time coaching means we don't schedule sessions, but you may call when you need coaching and the time is right. Please note I offer reduced fee rates after we have been working together for 6 months in my monthly retainer program.

Termination of Agreement, and Non-Refundability

You may terminate the agreement at the end of any billing cycle. Coaching goes for as long as you're getting great value for your money. If you're not, we change something, or we stop! Please note your coaching investment represents a commitment to coaching and to your goals. As such, your payment is non-refundable. This is particularly true where the refund request is based on priorities changing or a lack of available time for your goals. If you have paid for more than one month in advance for your Just In Time coaching service, you may terminate the coaching at the end of any monthly cycle. In this event you will receive a refund for the unused portion. However, please note you will be charged the standard rate for the months used, as your discounted rate is no longer applicable. In addition, you agree that I have the right to terminate the relationship at any time if on more than one occasion you fail to be on time for your coaching sessions, fail to complete your promised actions/fieldwork, or are late in payment.

Liability

Responsibility:

I work on the basis that you are fully responsible for your own life and decisions. I will offer suggestions, options, and coaching, based on my own life and professional experience, and will work with you to identify solutions to your problems, but any decision about a course of action is yours, and you accept full responsibility for such decisions. You should carefully evaluate the consequences of various options, and decide accordingly. I make no representation, or warranty to you that any of the coaching methods, sessions, or activities will work for your particular circumstances and in no way guarantee any results.

Agreement Not to Hold Liable, and Indemnity:

You acknowledge that the Coaching Sessions may be personally, emotionally, and physically challenging and that there may be occasions on which you will feel such challenges – including, but not limited to frustration, annoyance, and stress. You agree to cancel any Session in the event you are not well enough to continue. You will not hold me liable for any loss or cost incurred by you (or any person related to or associated with you, including but not limited to your customers) in the event of mental, physical, financial, emotional stress, or distress (or other ailment or condition) caused either directly or indirectly in relation to the Coaching Sessions. You shall indemnify me in the event of any such claim, including but not limited to any claims made against me by any person related to or associated with you, including but not limited to your customers. Anything said by me – verbally or in writing – shall not be constituted to be advice of any kind, including, but not limited to, medical, psychological, legal, financial, counseling, business, or actual advice.

You warrant that you do not have a history of mental illness. Further, you warrant that you are not currently undergoing therapy of any kind, or that if you are; you have obtained the express permission of your therapist to engage in this coaching arrangement. If you cannot make these warrants, you have an obligation to inform me of any such history, or any past therapy sessions, so we can discuss if coaching is appropriate for your circumstances. If you begin therapy during our coaching, you agree to immediately obtain the express permission of your therapist to continue being coached, or you will cancel all future coaching sessions.

I reserve the right to terminate our sessions immediately, and without prior notice, if I believe therapy would be more appropriate for your situation than coaching. (In such case you would receive a refund of the unused sessions).

Jurisdiction

However unlikely, in the event of any disagreement or dispute between us, we agree to settle outside court and to take no legal action against each other or against any affiliated party of ours.

Agreement Section

I understand, and agree to the above terms and conditions.

Name: _____

Date: _____

(Please return this signed agreement by email before your first Coaching Session)