



COACHING & CONFIDENTIALITY AGREEMENT

o Services:

The life coaching relationship between Stefanie Garguilo & _____ begins with a 45-60 minute initial online session, after which subsequent 45-60 minute coaching sessions are designed to help the client learn new skills, strategies, and tools in order to make significant and sustainable life changes. The initial intake session is free of charge.

I shall assist you in clarifying your personal or career goals, and in working out a plan of action, as determined by you, to help achieve such goals.

The services will be delivered by telephone, in-person, or GoogleMeet, for a period of 45-60 minutes once each week, at a mutually-agreed time. The schedule may be modified, if necessary, and if both parties agree to such modification.

Either the Client or the Life Coach may terminate the Services at any time with 48 hours notice of termination, with no further obligation, and the Client shall receive a full refund of all fees paid for the services not yet delivered.

As the client, you will set the agenda for coaching conversations. Life coaching does not offer any guarantee of success, but there are many who have had personal success facilitated by the coaching process. As a part of taking responsibility for your own goals and results, you will be evaluating your own progress and I will offer my feedback and suggestions. The schedule of coaching sessions, and duration of coaching sessions will be arranged to meet and honor your needs.

o Fees and Payment Procedures:

Fees will be worked out on either a per session or per month basis and are based on the frequency of coaching desired as well as location of services (i.e. in-person, virtual). This will be discussed with you at your initial intake session which is always free. You will receive all invoices and receipts via email. Venmo, Zelle, and PayPal are the available options.

This arrangement continues as long as you retain me as your coach, you may cancel your coaching sessions at any time. Please provide an email stating you wish to discontinue. However, I do not provide any refunds for deposits or sessions already performed.

Fees: _____

o Preparation:

Please be timely so we can maximize our time together. As part of your preparation I ask that you come to our sessions with assigned work completed, updates, accomplishments, and current challenges. The agenda is client-driven and coach-supported. Coaching is more successful when you're fully engaged during this process.

o Extra Time:

You may call or email me between sessions if you have questions or have a problem, or can't wait to share a "win" with me. I enjoy delivering this extra level of service. I do not bill for additional time of this type, but I ask that you please keep extra calls to ten or fifteen minutes. When you leave a message, let me know if you want a call back or if you are just sharing. I may also occasionally text you or email you to keep you on track. This is part of my service and there is no extra charge for this service. If you would like more frequent spot coaching, I would suggest a monthly package.



o Appointments and Cancellations:

You accept and agree that all communication between us will be via electronic means or phone calls. I shall contact you using the email address that you provide to me and it shall be your responsibility to contact me if that changes. You can contact me using the details set out above in our header. Canceled or missed sessions occasionally occur in any on-going coaching relationship. If you need to cancel or change the time of a coaching session I will need 24 hour notice in order to not charge you for the session. With advance notice of more than 24 hours you will not be charged and I will make every effort to reschedule a time that works. If I need to reschedule a session with you because of illness, travel or emergency, I will make every effort to give you adequate notice to reschedule with you; if I am unable to give 24 hour notice, I will reimburse you with a session free of charge.

o Taking Breaks and Termination:

Sometimes it is useful to take a break from regular coaching sessions. Should this need arise, we will discuss the purpose of the break and determine the timing for it – in a way that best serves your goals. All coaching relationships must end at some point. Either of us may end the coaching relationship at any time. I will offer you support in all phases of your work with me as a coach, including time around ending our process. Several days' notice will allow you to leave well, having experienced completion.

o Confidentiality:

Your privacy is valuable to me and getting to know you more fully is an important component of our personal coaching relationship. Although not required, it is likely that you will be sharing some confidential, personal information – at your discretion – openly and honestly throughout our sessions.

I protect that confidentiality with all of my coaching clients. I will only release information about our work together with your written permission. To the maximum extent allowable by the law, I will not release any identifying information about you or our work together without your express permission.

o Nondisclosure and Intellectual Property:

I will not voluntarily communicate your future plans, business strategy, customer information, health or medical information, or financial information to any third party without your express and written permission. To protect my intellectual property, you agree not to disperse or reuse any of the coaching materials I have created without my permission.



o Definitions and Limits of Coaching:

Coaching services are for healthy, well-functioning individuals who want to act and make behavior changes in the service of their goals in life. Coaching is not the same as therapy. You recognize that coaching is not primary healthcare, nor is it psychotherapy and that while professional referral may be given, mental or physical primary care is your responsibility. Life coaching does not treat mental disorders as defined by the American Psychiatric Association; it is not a substitute for your counseling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment. You agree not to use it in place of any therapy. If you are currently in therapy or otherwise under the care of a mental health professional, you agree to consult with this person regarding the advisability of working with a life coach and to make this person aware of our coaching relationship. Should some of your needs go beyond what coaching provides or what I have expertise to assist you with, I will help you find useful resources for addressing these needs.

It is necessary for the client to drive the coaching process for it to be a success. You have hired a coach to help you do things differently. You understand and agree that you are fully responsible for your well-being during the coaching relationship, including your choices and decisions. While I may make suggestions; it is your responsibility to decide what you ultimately do or do not do. I want you to be satisfied with our relationship. If I ever say or do something that upsets you or doesn't feel right, please bring it up.

Life coaching is a holistic process that may involve all areas of your life, including work, finances, health, relationships, education, and recreation. Nonetheless, coaching is not to be used in lieu of professional advice, for example, legal, medical, financial or business advice. Decisions in such areas are exclusively yours, and your responsibility.

You acknowledge that you have read the terms of this coaching agreement in full, and you agree to engage in those principles.

o Acknowledgement:

I have read and agreed to all of the above:

Printed Name: _____

Signature: _____

Date: _____

Stefanie Garguilo

Date: _____

GMG Life Coaching LLC