

## Coaching Contract

**Client Name:** \_\_\_\_\_

This agreement, between coach Kelly Venable/Your Hiring Coaches, LLC and the above-named client will begin on May 13<sup>th</sup>, 2020 and will continue for a period of 5 weeks ending on June 10, 2020.

### Investment

The fee for “The Huddle” is \$850 if paid in full at time of contract signing, or in 3 payments of \$298 (for a total payment of \$894), or 6 payments of \$156 for a total of (\$936)

### Services

The services to be provided by the coach to the client are 5 (1.5 hr.) face-to-face, group zoom meeting each week. Also included are unlimited email communication or Marco Polo video chat conversations. In between our sessions, I may not be instantly available, as I may be attending to others, or myself. I will, however, always attempt to be available within 24 hours. As your coach, I will bring attentive listening, understanding, belief in you and commitment to your success. You can expect me to challenge you, offer fresh perspectives, make requests (including assigning homework), and acknowledge your wins.

### DEDICATED COACH

I will be your trusted advisor throughout your job search or college to real world transition.

### PERSONAL BRANDING AND JOB SEARCH STRATEGY

We will begin with discovering your strengths and unique abilities and translate those into your LinkedIn profile and resume. We will use these to strategically search for a job you are suited for.

### COLLABORATION AND INTERACTIVE COACHING SESSIONS

You will have unlimited access to me by email, and Marco Polo video when needed. We will have (5) 1.5 hr. group zoom meetings.

### CAREER VISIONING AND PLANNING

I will help you discover your career purpose and desired job, setting you on a course towards a fulfilling and rewarding career.

## PROACTIVE PROJECT MANAGEMENT

I will provide you with weekly goals and project milestones and make sure you stay on pace. I will provide guided motivation along the way to keep you on track to keep pushing you forward so that we gain momentum and traction.

### LinkedIn:

- We will look at your profile and talk through some initial changes you can make quickly, including connecting with others, asking for recommendations, appropriate account settings based on your goals
- You will use the results of your Predictive Index assessment to help you write your LinkedIn summary and identify a headline that you want to use for yourself
- I will proof your LinkedIn summary and give feedback
- This will be an ongoing process that we will continue to work on over the duration of our time together

### Resume:

- I will provide you with resume templates depending on the position you are looking for
- I will provide you tools to use to make sure that your resume is Applicant Tracking System (ATS) compliant
- We will go over key words and why they are important to tweak on your resume for each job that you apply to so that you survive the ATS algorithms
- Resume proofing and feedback

### Interview Coaching:

- I will proof your responses to sample interview questions and give feedback
- We can do mock interviews. I will help you practice for video interviews as needed
- I will help you prepare for any in-person interviews and have post discussions including coaching you on next steps and follow up

### Job Searching:

- I will help you identify roles that you are interested in applying for
- We will research companies you are interested in applying to or working for
- If you have an interview with a company, I will help you with research and prep you on specific questions pertaining to that company job description and role
- Review of offer and salary negotiation help

### Cover Letter:

- We will write a cover letter that you can use as a rinse and repeat guide for all positions

Throughout the working relationship, the coach will engage in direct and personal conversations. The client understands that successful coaching requires a co-active collaborative approach between client and coach. In the coaching relationship, the coach plays the role of a facilitator of change, but it is the client's responsibility to enact or bring about the change. Results are not guaranteed as you will create your own powerful results by taking action in your job search and follow up efforts.

If the client believes the coaching is not working as desired, the client will communicate this with the coach as soon as possible and the coaching strategy will be restructured to address the client's desired outcome of coaching.

**The client agrees to the following:**

- I will stay motivated and committed to taking action on my determined personal and professional goals. I understand that anything less than my intentional full participation will not lead to my success.
- I accept full responsibility for myself and any actions I take that might result from coaching.
- I am under the care of a physician and healthy enough to engage in coaching.
- I am financially able to afford the coaching fee at this time and understand that coaching is typically paid for in advance and there are no refunds for time utilized with my coach. I agree that ultimately, it is my responsibility that my coach gets paid for services rendered.
- I have read and agree with the Coaching Guidelines and the Coaching Agreement.
- I agree to honor my scheduled session times.

\_\_\_\_\_ **Initial**

**Prior History**

The client understands that coaching and counselling are not the same. Likewise, therapy and other modes of professional or medical psychological examination shall not be considered equivalent to coaching.

I understand that the coach is not a registered psychologist or psychiatrist, nor a licensed therapist. I understand that I am fully responsible for my well-being during my coaching calls, including my choices and decisions. I am aware that I can discontinue coaching at any time. In entering into the coaching relationship, and signing the agreement, I recognize that coaching is not psychotherapy, medical advice, or psychiatric care and that professional referrals will be given if needed.

**Confidentiality**

All information about the coach/client relationship will remain strictly confidential except in very rare circumstances where decreed by law, ie. where the court might issue a subpoena for the file or information. I understand that certain topics may be anonymously shared with other coaching professionals for training or consultation purposes.

If you wish for me as your coach to speak to someone outside our interactions, you need to give me written permission (original letter, fax or email) to do so. Exceptions to confidentiality of course relate to circumstances such as intent to seriously harm someone, child abuse, thoughts of suicide etc. Otherwise, all remaining information is kept confidential.

It is also important to note that in some situations, it is important to be aware of the use of technology in that for some clients, there is a risk in using certain media such as the internet, mobile phones and cordless phones. If you use these to communicate with me, then I will assume that it is appropriate to continue to do so in my interactions with you.

### **Release of Liability**

Life/career Coaching is a service that provides personal coaching to specific individuals and/or groups. The client is aware that coaching is in no way to be construed or substituted as psychological counselling or any other type of therapy or medical advice. I will at all times exercise my best professional efforts, skills and care of ensuring my client is coached to meet their life coaching goals, the client understands and acknowledges the coach will not be liable legally or otherwise, for the actions the client may or may not undertake as a result of the life coaching sessions. No assumption of responsibility is made, or given, and the client requesting such advice agrees not to hold Kelly Venable or Your Hiring Coaches, LLC (Provider) responsible or liable in any form or fashion, for such actions taken of their own accord. The method and process by which this advice and direction are given in no manner whatsoever, written or verbal, constitutes an agreement or liability on the part of the provider and is acknowledged to be different in many ways than clinical and medical counselling.

You (the client) agree that using any of these life/career coaching services are entirely at your own risk. Life/career coaching services are provided "as is", without warranty of any kind, either expressed or implied, including without limitation any warranty for information services, coaching, uninterrupted access, or products and services provided through or in connection with the service. This service is requested at the client's own choice and with inherent singular responsibility. Any actions or lack of actions, taken by the client of such advice is done so solely by choice and responsibility of the client and is neither the responsibility nor liability of Kelly Venable or Your Hiring Coaches, LLC (Provider). The client takes full responsibility in the decisions they make after being coached as well as the consequences. The client enters into coaching with full understanding that they are responsible for creating their own results. Periodically I, Kelly Venable, may provide links to other web sites or written print material which may be of value, interest and convenience to you. This does not constitute endorsement of material at those sites or any associated organization product of service. It is the responsibility of the user to make their own informed decision about the accuracy of the information at those sites and print material including their privacy policies. In no event shall Kelly Venable (Provider) be liable for any incident or consequential damages resulting from use of the material.

\_\_\_\_\_ **Initial**

## Termination

The client has the option to terminate the coaching agreement within (3) days of signing the contract and will receive a refund on all payments. Otherwise, the client agrees to coaching for the duration of the contracted period.

Our signatures on this agreement indicate full understanding of the agreement with the information outlined above. I understand career coaching does not guarantee my employment.

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Coaching Client/Print Name

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Kelly Venable/Personal Coach

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Coaching Client/Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_