

COACHING AGREEMENT

Between

Client

Client name

Address

Postal address

Coach

Coach name

Address

Postal address

This is an agreement on cooperation between the above client and coach regarding:

1 - Conditions

The client understands that coaching means that the client needs to take personal responsibility to actively work on their personal development in order to get successful results. The coach is there to give the client different opportunities to use for their change, but it is up to the client how they choose and act to bring about a change. The client himself is responsible for his results and for any consequences as a result of the choices and decisions that the coaching can lead to.

The client visits/contacts the coach at the appointed time. Rebooking a booked appointment must be done at least 48 hours in advance.

If the client is not satisfied with the coaching, the client must mention this to the coach in order to jointly seek solutions on how this can be improved.

2 - Methodolgy

Through questions from the coach and self-discovery, the client is helped to identify and develop strategies and plans to reach their goals. During the coaching program, the client receives tasks and materials to work with independently. Before each coaching session, the client will make a new plan through which the client can track their progress.

3 - Omfattning

The coaching program starts xxxx-xx-xx and runs for x months and includes the following:

Coaching sessions

X coaching sessions of xx minutes per session.

Coaching sessions are conducted during meetings, over the phone, via online video conference.

Coaching material

Materials obtained during coaching sessions and sent via e-mail.

Support from the coach

The client can contact their coach between each coaching session with questions. It can be shorter emails, phone calls or SMS. The coach will respond in time.

When the contract period has ended, the scope of this contract ends. If the client wishes to continue with more coaching sessions, this must be agreed in a new coaching agreement.

The client can stop the coaching whenever they want. If the client cancels a coaching program, the conditions below apply for refunds.

VAT is included in the above amounts.

4 - Refunds

- No refunds will be made for completed coaching that took place within the 14-day right of withdrawal.
- If the client regrets their purchase after 14 days, no refund will be made, but the client has the right to postpone their coaching sessions, however, they must be carried out no later than 5 years from the order date.
- Reimbursement can be made if the coach considers that the client in question is not suitable for coaching due to, for example, physical or mental illness. Refunds then only apply to unused coaching hours.

5 - Secrecy

The coach nor the client does not disclose any personal data or other information that may concern the client's identity. The coach also undertakes not to disclose to outsiders, without prior written consent from you, any form of information that the coach obtained through the collaboration. All work is confidential and takes place under strict confidentiality in accordance with this agreement. The coach works under a duty of confidentiality and all reports and documents that may be shared with the coach are not passed on unless you have expressly given your consent, or in some other acceptable way asked the coach to pass on the information.

However, the coach has the right to, without revealing anything that can be attributed to the client, raise examples during the training and with his own coach. This confidentiality does not apply when there is an obligation by law to disclose information, for example at the request of a court, prosecutor or police authority. Nor does the confidentiality include such information that can be shown to have become known to the coach in other ways or such information that is considered to be generally known. This confidentiality commitment applies without limitation in time and thus also applies after the coaching program has ended.

The client approves handling of personal data according to GDPR and the coach protects all personal data and these may not be passed on

6 - Others

- To take participate in this coaching program, the client must be 18 years old.
- After the coaching is finished, the client will be asked to submit an evaluation that the client is expected to take the time to fill in. An evaluation is also for the client to give himself time for reflection.
- Violence, threats, violations, personal attacks and slander including physical, verbal and written must not occur either from client or coach. In this case from the client's side, the trainer has the right to cancel the agreement immediately without any compensation to the client.

City xxx Date xxxx-xx-xx

Client

Coach

Signature

Signature

Name

Name