

# HORIZONS

## BASIC TELECOACHING GUIDELINES & AGREEMENT

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**SESSION TIME:** Dates and times will be agreed upon and scheduled together. Any changes must be made and confirmed by phone or email at least 24 hours in advance.

**SESSION OPTIONS:** \_\_\_\_\_ 30 minutes **£60.00**      \_\_\_\_\_ 60 minutes **£120.00**  
\_\_\_\_\_ 4 calls/month      \_\_\_\_\_ 3 calls/month  
\_\_\_\_\_ 2 calls/month  
\_\_\_\_\_ 3 months contract      \_\_\_\_\_ 6 months contract

Total per month based on options chosen above: \_\_\_\_\_

**Note:** A one time “intake session” charge of **£165.00** will be applied at the onset of the coaching programme. This includes a one-on-one debriefing and initial goal setting session. Forms will be sent in advance which can be sent back to the coach prior to the intake session or worked through during the intake session.

### ALL PAYMENT MADE IN ADVANCE

**CALL PROCEDURE:** The client will call the coach at the prearranged number on the day and time scheduled. The client will be responsible for telephone related charges. The allocated time will begin at the time of the agreed appointment time.

**TERMINATION:** The agreement is made for 3 or 6 months and may be extended on a month to month basis following the initial 3 or 6 months with the mutual agreement of both parties. Should the client or the coach determine that insufficient progress or cooperation exists after the initial 30 days, either party may cancel this agreement without recourse, other than full payment for the period to date.

Cancellations must be in writing and may be delivered by fax or e-mail. In the event of fees owed at the time of cancellation, full payment is due.

**CONFIDENTIALITY:** The coach recognizes that certain information of a confidential manner may be relayed during telephone coaching sessions. The coach will not at any time, either directly or indirectly, use this information for the coach’s benefit or disclose said information to anyone else without the specific client approval (excludes disclosure of illegal or unethical activities).

### NATURE OF RELATIONSHIP:

The client should be clear that the coaching relationship is in no way to be considered or construed as psychological counselling or any type of therapy. The client agrees that he/she is entering into coaching with the understanding that they are responsible for their own results.