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# Career Coaching Agreement

Speaking Up with Wendy | [contracts@speakingupwithwbp.com](mailto:contracts@speakingupwithwbp.com)

## Agreement Information

Client Name

Session Start Date

Package / Session Selection

Client Email

Client Phone

This career coaching agreement is between Wendy Packard (Career Coach) and the Client named above. The career coaching session will begin on the date listed above and will consist of an individual session or one of the packages provided. Both parties agree to the following terms.

Questions or completed agreements may be sent to:  
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### Commitment

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Career coaching is an ongoing relationship and structure that facilitates the process and/or professional development between a Career Coach and a Client. The Client and Career Coach agree to design the coaching relationship together.

As a career coach, I will provide coaching in a way that involves a holistic approach to finding a career path. This is a solution-focused approach with concrete steps to meet the Client goals. Career coaching may also involve looking at past job history, values, assessing skills, strengths and weaknesses, brainstorming, 360-feedback, and assessing whether any behavioral issues could be hindering the Client goals.

Note: Career coaching is not a substitute for mental health services. Only a qualified doctor or psychotherapist is legally allowed to diagnose or treat mental health conditions.

Career coaching may address specific personal projects such as taking assessments, working on cover letters, resumes, and references. Homework may include setting up or revising LinkedIn accounts, joining networking groups, obtaining a professional photo, applying for jobs, using provided resources, tracking jobs applied for, and practicing mock interviews.

By entering this agreement, the Career Coach and Client acknowledge that the Client wants to make significant progress and change in their life. The Career Coach works with a wide range of clients and offers a personalized approach tailored to each individual.

The Career Coach helps the Client pursue professional and personal growth. Because progress and change happen at rates unique to each person, it is highly recommended that the Client commit to working with the Career Coach for at least three sessions. This allows the coaching relationship time to develop and progress through objectives and obstacles, increasing the opportunity for success.

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### Coaching Session Procedures

All career-coaching sessions are approximately 60 minutes long and are conducted by telephone, Zoom, or in person if local, as arranged with the Career Coach.

If scheduled by phone or Zoom, the Client agrees to join or call at the agreed-upon time. If sessions are in person, the Client agrees to arrive 10 minutes early. The Career Coach and Client commit to starting and finishing each session on time.

If the Client is more than 10 minutes late for a coaching session, the Career Coach will assume the session is canceled, and the Client will forfeit the session unless there is proof of an emergency.

Rescheduling a session is allowed with appropriate notice. Please make appointment changes or cancellations at least 24 hours before the appointment time, as late changes may prevent the Career Coach from seeing other clients.

If the Client fails to cancel or change an appointment at least 12 hours in advance, a \$25 late fee may be charged or added to the next appointment.

### Opening Session

A free consultation session may be provided to introduce the career coaching process to the potential Client. After this, the Career Coach and Client may discuss entering a career coaching relationship.

### Packages

Packages and prices may vary and are subject to change at any time. Individual sessions may be offered, as well as packages that include up to 12 sessions.

The Client may cancel this agreement in writing at any time but may not be eligible for a full refund for paid services.

The Career Coach may also cancel the contract if the Client oversteps boundaries, shows misconduct, displays inappropriate behavior, or repeatedly fails to show up for scheduled appointments after warning.

There are no refunds if either the Client or the Career Coach cancels this agreement, unless otherwise agreed in writing.

## Confidentiality

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Throughout the working relationship, the Career Coach may engage in direct and personal conversations with the Client. The coaching relationship is built on trust and honesty. The Career Coach agrees to keep conversations and information shared by the Client private and confidential unless disclosure is required by law. Personal ideas, information, or thoughts expressed by the Client will not be shared without the Client permission unless legally required.

## Terms of Service

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Please initial each statement:

I understand and accept that career coaching is a process of personal empowerment.

I understand and accept that my full and honest participation in career coaching is required.

I am healthy and reasonable enough to engage in career coaching.

I understand and accept that career coaching does not substitute for counseling, therapy, medical advice, or mental health treatment.

I understand and accept that results or outcomes cannot be guaranteed.

## Seven Agreements

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1. Show up mentally and physically.
2. Be 100% responsible for actions.
3. Be in communication.
4. Be on time.
5. Be coachable and open to new ideas and challenging tasks.
6. Be willing to believe the intended goal can be achieved.
7. Go for it.



## Payments

Payments may be made via PayPal, Zelle, or check by mail. The Career Coach may forward a PayPal billing statement, which is required to be paid before the first working session unless otherwise agreed in writing.

## Signatures

Our signatures on this agreement indicate full understanding of the information outlined. If you do not agree to the terms and conditions, please do not sign.

This agreement becomes null and void if it is not signed by both parties within 48 hours of the first scheduled appointment date and time, which also voids any special pricing, offers, discounts, or coupons.

**Client Name (Printed)**

**Client Signature**

**Date**

**Career Coach Name**

**Career Coach Signature**

**Date**

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