

COACHING CONTRACT

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Welcome to my coaching practice. This document constitutes a contract between us. You should read it carefully and raise any questions and concerns that you have prior to signing.

PROFESSIONAL COACHING

The focus of coaching is the development and implementation of strategies to reach client-identified goals of enhanced performance and personal satisfaction. Coaching may address specific personal issues or projects, life balance, job performance and satisfaction, or general conditions in the client's life, business, or profession. Coaching utilizes personal strategic planning, values clarification, brainstorming, solution-focused interviewing, motivational interviewing, and other counseling techniques.

Activities involved in coaching can vary. Coaching often begins with an individual face-to-face session during which the client and coach discuss and agree on goals and activities for the coaching relationship. Follow-up meetings can occur in person or via telephone, email, or other technologies. Progress toward goals will be evaluated regularly and changes can be made to best meet the client's needs.

COACHING AND PSYCHOTHERAPY

In addition to providing psychological coaching, I also provide psychotherapy. Although I am held to the same ethical standards as a licensed psychologist, there are a few distinctions. The primary foci of psychotherapy are identification, diagnosis, and treatment of mental and nervous disorders. The goals of psychotherapy include alleviating symptoms, understanding the underlying dynamics that create symptoms, changing dysfunctional behaviors that are the result of these disorders, and developing new strategies for successfully coping with the psychological challenges that we all face.

Unlike therapy, coaching does not involve diagnosis or treatment planning and cannot be reimbursed by or submitted to health insurance. It is my opinion that coaching and psychotherapy are distinct relationships so I will enter into only one and will offer referrals if needed for the other.

TELE-COACHING AND USE OF TECHNOLOGY

I do not use social media, such as Facebook or Twitter, to communicate with my clients. When agreed upon by both coach and coaching client, communication may take place via phone, email, or text messaging. This is often a great way to communicate between sessions but is not risk free. For example, your Internet provider or employer may maintain records of your use of computers, tablets, or smart phones, and there is always the possibility that an exchange between us is intercepted by a malicious third party. While I do everything I can to maintain your confidentiality, these rare occurrences are beyond my control. If you are concerned about your confidentiality being compromised through the use of technology, we can discuss how to minimize or eliminate this risk during our work together.

COACHING FEES

The services to be provided by me are coaching or tele-coaching as designed jointly with the client. The fee for the initial 45-minute meeting is \$_____ and once a plan is agreed upon, coaching sessions will be charged at the rate of \$_____ per hour. Professional time spent outside of coaching sessions, including, but not limited to, between-session phone calls or email exchanges, reviewing tapes of sessions, report writing, and reading or reviewing documents, will be billed on a prorated basis rounded up to the

nearest quarter of an hour. If I am required to attend meetings outside of my offices, you will pay for all time I spend traveling to the location of such meetings. These will be discussed and agreed on in advance.

Fees for coaching sessions must be paid in advance. Retainer options are available at a lower hourly rate should you wish to pay in advance for a pre-agreed upon number of hours per month. If a retainer is utilized, the total fees and time commitment will be detailed in a separate Coaching Retainer document. You are required to give 24 hours' notice if you need to cancel or change the time of an appointment. Otherwise, you will be charged for the session in full.

CONFIDENTIALITY

As a licensed psychologist, I am ethically and legally bound to protect the confidentiality of our communications. I will only release information about our work to others with your written permission or in response to a court order. There are some situations in which I am legally obligated to breach confidentiality in order to protect you or others from harm. If I have information that indicates that a child or elderly or disabled person is being abused, I must report that to the appropriate state agency. If a client is an imminent risk to him/herself or makes threats of imminent violence against another, I am required to take protective actions. These situations are quite rare in coaching practices. If such a situation occurs in our relationship, I will make every effort to discuss it with you before taking any action.

As you are no doubt aware, it is impossible to protect the confidentiality of information that is transmitted electronically. This is particularly true of e-mail and information stored on computers that are connected to the internet, which do not utilize encryption and other forms of security protection.

Our coaching relationship can be terminated at any time by either party, but I will always maintain your confidentiality regardless of our professional work together. You can request a hard copy of this agreement or retrieve a digital copy online at <http://chrisheffner.com>. By signing below, you agree to the terms of this contract.

Printed Name: _____ Date of Birth: _____

Phone Number that can be used in our work together: _____

Is it okay to text to this number: YES / NO

Email that can be used in our work together: _____

Home Address: _____

Emergency Contact Information: _____

Client's Signature

Date