

Cortney Rothman Coaching, LLC

Client-Coach Agreement

Client Coaching Commitment

The Client commits to retain Cortney Rothman LLC (coach) to provide professional coaching services with the overall goals of improving professional performance and enhancing personal potential. The client will choose one leadership goal to help improve leadership capability. Client commits to coaching sessions, every 2-3 weeks over the span of 4-6 months.

Confidentiality

Coach assures that discussions, notes taken, and assessment information will be kept strictly confidential and will not be shared with anyone without expressed permission by Client. The only exception is the unlikely event of a legal issue.

Scope of services:

- Coach will work with Client to develop a coaching plan that addresses the goals and objectives identified by Client during the initial conversations.
- The coaching process will include: assessments, 1:1 conversations, practices, self-reflection assignments, post-session notes, email correspondence, and feedback.
- The client is responsible for good faith participation in all coaching and completion of any follow up assignments.
- Client and Coach will assess progress throughout the engagement.
- Client is encouraged to provide periodic feedback to Coach.
- Client may want to contact Coach for an urgent or unanticipated situation. Coach will make best efforts to respond and accommodate such a request.
- Coach does not provide mental health services which are available by licensed health care practitioners.

Logistics

- Sessions will be scheduled by the Client, at times mutually agreeable to the Client and the Coach.
- To the extent possible, Client and Coach will provide at least 24 hours' notice to reschedule or cancel a coaching session.

Service Term

Termination of the coaching process can occur when:

- The contracted number of sessions has been completed, or;
- A change in circumstance that does not enable Client or Coach to continue, or;
- A determination by Client or Coach that coaching is no longer effective or appropriate.