

# The Curtis Method Official

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thecurtismethod@gmail.com

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Do you accept texts? ☐ Yes ☐ No

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## COACHING AGREEMENT

Welcome to my coaching practice. This document constitutes an understanding and a contract between us (the "Agreement") and you should read it carefully and raise any questions or concerns that you may have before you sign it.

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### Description of Services

The services to be provided by Roslene Curtis, through The Curtis Method Official, are coaching and/or tele-coaching, as designed jointly with you, the Client.

An assessment may be used to provide valuable information to guide and focus our coaching relationship. This assessment will offer new explanations for behaviors, uncover new possibilities, and generate a baseline of information about you, the Client.

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### Fees

The fee for an individual session is \_\_\_\_\_ and for a group session is \_\_\_\_\_. Fees are due in full at the beginning of each series.

Professional time spent outside of coaching sessions, including but not limited to, between-session phone calls or email exchanges, reviewing session notes, report-writing, and reviewing

documents, will be billed on a pro-rated basis, rounded up to the nearest tenth of an hour. If I am required to attend meetings outside of my office, you agree to pay for all time I spend traveling to the location of such meetings. Fees for coaching sessions must be paid promptly on the day the session occurs, unless otherwise agreed upon.

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## **Cancellations**

You must 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. I agree to make every effort to reschedule sessions that are canceled in a timely manner.

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## **Differences between Coaching and Psychotherapy**

Coaching is different from psychotherapy- it neither is, nor purports to be, a substitute for psychotherapy.

While there are some similarities between coaching and psychotherapy, they are very different endeavors and it is important that you understand the differences between them. Psychotherapy is a healthcare service and is usually reimbursable through health insurance policies. This is not true for coaching. Both coaching and psychotherapy utilize knowledge of human behavior, motivation, behavioral change, and interactive techniques. The major differences are in the focus, goals, and level of professional responsibility.

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## **Focus & Goals**

The focus of coaching is the development and implementation of strategies to reach Client-identified goals, which will enhance performance and personal satisfaction. Coaching may address specific personal 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, motivational coaching, and other supportive techniques. Deciding how to handle these issues and incorporate coaching into those areas is exclusively your responsibility.

The primary focus of psychotherapy are identification, diagnosis, and treatment of mental and nervous disorders. The goals of psychotherapy include alleviating symptoms, understanding the underlying dynamics which create symptoms, changing dysfunctional behaviors which are the result of these disorders, and developing new strategies for successfully coping with the psychological challenges we all face.

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## **The Coach/Client Relationship**

The relationship between the coach and client is specifically designed to avoid the power differentials that occur in the psychotherapy relationship. The client sets the agenda and the success of the coaching process depends on the client's willingness to take risks and try new approaches. The relationship is designed to be more direct and challenging. You can count on your coach to be honest and straightforward, asking powerful questions and using challenging techniques to move you forward. You are expected to evaluate progress and, when coaching is not working as you wish, you should immediately inform me so we can both take steps to correct the problem.

It is very important to understand that coaching is a professional relationship. While it may often feel like a close personal relationship, it is not one that can extend beyond professional boundaries both during and after our work together. Considerable experience shows that when boundaries blur, the hard-won benefits gained from the coaching relationship are endangered.

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## **Professional Advice**

Coaching is not to be used in lieu of licensed professional advice. You agree to seek professional guidance for legal, medical, financial, business, spiritual, psychological, or other matters as needed. You understand that all decisions in these areas are your sole responsibility.

If either of us recognizes that you have a problem that would benefit from psychotherapeutic intervention, I will refer you to appropriate resources. In some situations, I may require that you initiate psychotherapy and that I have access to your psychotherapist as a condition of my continuing as your coach.

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## **Waiver**

You acknowledge and agree that in the course of the coaching services, I may ask questions that are personal, challenging, or disturbing. You also acknowledge and agree that you are fully responsible for your physical, mental, and emotional well-being, and for any actions, choices, and decisions made as a result of the coaching. You waive and release any claims arising from my questions, suggestions, and advice (or lack thereof) and from actions, choices, and decisions you may make.

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## **Confidentiality**

All communications and records are treated as confidential. I will release information about our work only with your written permission.

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## **Exceptions**

There are specific 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, elderly, or disabled person is being abused, I must report that to the appropriate State agency. If a Client is an imminent risk to themselves or makes threats of imminent violence against another, I am required to take protective actions. I must also take steps to prevent you from committing a criminal or fraudulent act. If such a situation occurs, I will make every effort to discuss it with you before taking any action. I must also comply with any court order and may seek legal advice regarding compliance.

Some means of communication (e.g., wireless phones and email) are not secure from eavesdropping. Although I take reasonable steps to protect confidentiality through security measures, I cannot be held responsible for breaches due to hacking or other unauthorized access.

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## **Termination of Agreement**

If either party wishes to end this coaching Agreement, they will notify the other by phone or email.

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## **Dispute Resolution**

This Agreement shall be governed by the laws of the State of California. Any controversy or claim arising out of or relating to this Agreement shall be settled by binding arbitration conducted via telephone by an arbitrator agreed upon by both parties. Costs of arbitration shall be shared equally.

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## **Limitation of Damages**

No guarantees or warranties, expressed or implied, are made regarding results. If found liable for any loss or damage (excluding fraud), liability is limited to the lesser of the total payments made under this contract or the last six months of payments. This Agreement constitutes the full

understanding between Client and Coach. Any amendments must be made in writing and signed by both parties.

**By signing below, I acknowledge that I have had the opportunity to review this Agreement, that I understand all aspects of it and I agree to abide by it.**

Client Name: \_\_\_\_\_

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Coach Name: Roslene Curtis

Coach Signature: \_\_\_\_\_

Date: \_\_\_\_\_