



# BALANCED AT LAST

WORK - LIFE BALANCE LLC

## COACHING AGREEMENT

**Coach:** Simanto Khandaker

**Email:** [Simanto\\_k@BalancedAtLast.com](mailto:Simanto_k@BalancedAtLast.com)

Congratulations for taking the first step towards having the life you want. The purpose of this document is to provide you with important information regarding our professional relationship and to establish a formal agreement for our coaching engagement.

**1. What is Coaching?** Coaching is customized support that directly involves working with the client in a process of identifying challenges and bolstering the client's strengths. In the coaching partnership, both parties create a safe and stimulating environment to investigate barriers to reaching their full potential.

Coaches are hired to help people produce results in their lives, careers, businesses, or organizations. We bridge the gap between where you are now and where you want to be across a variety of professional, personal, and relational goals.

The International Coaching Federation (ICF) notes that the essence of coaching is to help a person change in the way they wish and support a person at every level in becoming who they want to be.

**2. The Coach's Responsibility:** I bring to our relationship my personal, professional, and educational experience. As your coach, I agree to:

- Explore and examine the issues you bring to get you to your desired goals.
- Partner with you in crafting strategies to promote action toward your preferred goals.
- Listen to you—not for judgment but for understanding.
- Ask questions that allow you to think in new and revealing ways.
- Support you, champion you, challenge you, and make requests of you (including homework).
- Protect your privacy to the best of my ability.
- Training: The coach will stay informed by participating in on-going training and development to best serve the client. In such, limited client information may be used (Name, contact, start/end date) to log coaching hours for credentialing requirements with ICF and BCC. Additionally, the coach may share anonymous information during their training, supervision, and consultation in the learning process.

**3. The Client's Responsibility:** Successful coaching clients are open to change and ready to put in the effort needed to make their investment work for them. As the client, you agree to:

- Responsibility: Take full responsibility for your physical, mental, and emotional well-being, including your choices, decisions, and actions during the coaching engagement.
- Engagement: Bring an issue or topic to each session to focus on and be committed to completing agreed-upon "homework".
- Etiquette: Be punctual, respectful, and truthful at all times, and eliminate distractions (mobile phones, etc.) during sessions.

**4. Boundaries of Coaching:** Coaching is **not** counseling, therapy, or psychiatry. Coaches do not diagnose or treat clients for mental health diagnoses. Nor are they a substitute for professional advice by legal, medical, financial, business, spiritual, or other qualified professionals. While coaches may utilize skills from various disciplines to help clients reach their desired goals, it is the client's exclusive responsibility to seek independent professional guidance for medical or mental health needs.

**5. Confidentiality:** Coaching is based on confidentiality. The coach recognizes that anything the client shares is regarded as confidential, whether it is professional or personal information, except as required by law.

- Legal Privilege: The client understands that coaches are not covered by "privilege" in a court of law.
- Safety Exception: The coach agrees not to disclose any information shared during sessions unless it could jeopardize the safety of the client or others.

**6. Policies & Procedures Scheduling:** The coach and client will have the flexibility to schedule sessions at their convenience. The ideal process is to schedule future sessions during the first session to establish a routine.

- Cancellations: A 24-hour notice is required if you are unable to keep a scheduled appointment.
- If the client is unable to give 24-hour notice, they may be responsible for a cancellation fee (\$75) or forfeiture of the session.
- If the coach cancels without 24-hour notice, the fee/session credit will be applied to the client's account.
- Communication: The best way to communicate with the coach is through email at [Simanto\\_k@BalancedAtLast.com](mailto:Simanto_k@BalancedAtLast.com).

**7. Liability & Indemnity:** The client understands that coaching is an ongoing, interactive, professional relationship. Accordingly, Work-Life Balance LLC (operating as Balanced At Last) will be indemnified and held harmless from any claims, demands, causes of action, or litigation including, but not limited to, all costs of reasonable attorney's fees, which may arise or be incurred by reason of the services performed.

**8. Acknowledgement & Acceptance:** By working with me—specifically by scheduling appointments and commencing our coaching sessions—you acknowledge that:

- You have read, understood, and accept all terms, policies, and responsibilities outlined.
- You understand the nature of the coaching relationship and accept full responsibility for your own results and well-being.
- You agree to the policies regarding confidentiality, scheduling, and cancellations.

**If you have any questions regarding this agreement.** Please email me at [Simanto\\_k@BalancedAtLast.com](mailto:Simanto_k@BalancedAtLast.com) prior to our first appointment, OR we can discuss them during our initial session.