



## **Consulting/Coaching Agreement**

Welcome to the Summit Center. The services to be provided by Kathleen Crombie, M.A., M.Ed. are consulting and/or coaching or tele-coaching as designed jointly with the client. The fee for the initial 60 minute assessment is \$150 and once a plan is agreed upon, consulting/coaching sessions will be charged at the rate of \$110 per hour. Professional time spent outside of consulting/coaching sessions, including, but not limited to, between-session phone calls or email exchanges, report writing, and reading or reviewing documents, will be billed on a prorated basis rounded up to the nearest tenth of an hour if the time exceeds 10 minutes. If I am asked to attend meetings outside of my offices on your behalf, you agree to pay for all time spent traveling to the location of such meetings. Fees for consulting/coaching sessions must be paid in full at time of meeting. I need a minimum of **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 will make every effort to reschedule sessions, which are cancelled in a timely manner.

### **Consulting/Coaching & Psychotherapy**

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

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

The relationship between the consultant/coach and client is specifically designed to avoid the power differentials that occur in many psychotherapy relationships. The client sets the agenda and the success of the enterprise 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 consultant/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 consulting/coaching is not working as you wish, you should immediately inform me so we can both take steps to correct the problem.

If either of us recognizes that you have a problem that would benefit from psychotherapeutic intervention, I will refer you to appropriate resources. It is also important to understand that consulting/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 consulting/coaching relationship are endangered.

## Confidentiality

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.

Some sessions may be conducted in a group format. By signing this agreement, you commit yourself to maintaining the confidentiality of all information communicated to you by other consulting/coaching clients and by your consultant/coach. We both understand that progress is often enhanced when clients are allowed to discuss their consultant/coaching relationship with trusted colleagues and friends. You can have these discussions, but you must in no way share information that leads to the identification of others in the group. If you are ever in doubt regarding what to reveal and what not to reveal, err on the side of protecting the privacy others, a vital and nonnegotiable element of such group interaction.

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

Client Name Printed \_\_\_\_\_

Date\_\_\_\_\_

Please Initial If Received Copy of Contract\_\_\_\_\_

Provider Signature\_\_\_\_\_

Provider Name Printed \_\_\_\_\_

Date\_\_\_\_\_