

# Sylvie Marcil

ENERGETICS • COACHING • ÉNERGÉTIQUE

SYLVIEMARCIL.CA



Client Number: \_\_\_\_\_

## CLIENT CONSENT

This is to confirm that **[insert name ]** (« the client » ) has agreed to become a client to receive coaching sessions from Sylvie Marcil (« the coach ») for a period of **[insert number ] [insert duration in months or hours ]** commencing on **[insert date ]**. Sylvie is a graduate of the Executive Coaching program at Royal Roads University (Victoria, BC) and an Associate Certified Coach (ACC) of the International Coaching Federation.

The following terms have been discussed with the client and will apply to this coaching agreement:

1. Coaching discussions will take place **at the frequency requested by the client** and will usually be **1 hour** in length, or as agreed upon.
2. Coaching sessions will be scheduled in advance and take place in person, by phone or web conferencing, according to client preference.
3. The client will compensate the coach by providing her **[insert \$, products or services] for [insert each or # ] session(s) (or total amount) + modalities**.
4. Client agrees to provide **24 hours' notice** if they need to cancel or reschedule a session. **If the client fails to do so, he/ she will still be responsible for the compensation agreed upon for the session.**
5. **Should the client be late for a session, the coach is under no obligation to accommodate and extend the end of the session.**
6. The goals for coaching will be determined at the start of the coaching engagement. The coach and client have discussed and agreed to the mutual commitments outlined below.
7. Occasionally, and only with a client's prior authorization, the coach may elect to have the conversation 'audited' by an alumni coach.

## Confidentiality

1. The content of the coaching sessions will be strictly confidential between the coach and client, as will any notes taken during the sessions.
2. Information disclosed in coaching sessions will not be released to a third party without signed consent, except where required by law. Circumstances in which disclosure may be required without consent include: if the coach has good reason to believe the client is at risk of harm or in very rare cases when records are subpoenaed by court order.
3. By signing this agreement, the client agrees to appear on a confidential client list (name, phone number, e-mail address) for potential verification by the International Coaching Federation (ICF) when the coach applies for further accreditation.
4. Client also agrees to a possible "audit" of 30 minutes of coaching. Such audit will consist of an ICF accredited coach listening in on the coaching session and providing the coach with feedback. The client will be given an opportunity to decline prior to an audited session.

## Mutual Commitments

Agreeing to mutual commitments is essential for coaching to be effective. As a coach, my primary role is to facilitate a process of positive change that builds on your strengths and



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respects your unique experience, knowledge and circumstances. As my client, I expect you to engage in this process as a full participant, taking responsibility for your decisions and behaviours, and working collaboratively with me to identify your goals, generate ideas, explore options and take action.

The following commitments are to be read together with the terms outlined in the Client Contract. Clients are encouraged to enquire where they need clarification at any stage during the coaching process.

As the coach, I commit to:

- ✓ facilitating each coaching conversation with your goals top of mind
- ✓ creating a safe environment that will support your growth and development
- ✓ engaging you in a process that enables change
- ✓ providing you with candid and constructive feedback
- ✓ offering positive encouragement and collaborative solution building
- ✓ maintaining a schedule and framework that encourages accountability
- ✓ respecting your privacy and confidentiality as outlined in the client contract
- ✓ preparing for each coaching session and following up in a timely way
- ✓ keeping all scheduled appointments (with exceptions as per the cancellation policy)
- ✓ responding to your email/phone requests within 48 hours whenever possible
- ✓ providing referrals and supports as needed
- ✓ 'laser' coaching as appropriate
- ✓ other commitments that we agree upon

As the client, I ask you to commit to:

- ✓ articulating and clarifying your goals for change
- ✓ communicating openly about your priorities
- ✓ bringing an open mind and willingness to learn
- ✓ collaborating to find your own creative solutions
- ✓ taking responsibility for your "to do" list and following through on your assignments and activities in between sessions
- ✓ taking actions that will support you to achieve your goals
- ✓ sharing any special knowledge or resources you have that will enhance the coaching experience
- ✓ providing and receiving feedback about what's working and what's not
- ✓ showing up for scheduled coaching sessions (even if your homework isn't done!) and adhering to the 24 hour cancellation policy
- ✓ other commitments that we agree upon

### Consent

Your signature below indicates that you understand the information provided and have agreed to the arrangement outlined above, and that we have discussed it to your satisfaction. Upon request, a copy will be provided to you. By signing this letter, the client gives free and informed consent to participating in this coaching engagement.

Signature: \_\_\_\_\_ Date : \_\_\_\_\_  
Name (Client)

Signature: \_\_\_\_\_ Date : \_\_\_\_\_  
Sylvie Marcil (Coach)

