

THE ACADEMIC COACH

ACADEMIC & EXECUTIVE COACHING



This AGREEMENT for professional coaching services is entered into this [redacted] day of [redacted], 20[redacted] by and between from now on referred to as COACH, Sylvie DUBOIS, from now on referred to as CLIENT, [redacted].

The International Coaching Federation (ICF) defines coaching as “partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential.” Through questioning, attentive listening, and nonjudgmental feedback, coaching is designed to help facilitate change and contribute towards your personal and professional self-actualization. Coaching will support you by offering accountability, affirmation, and an agreed-upon action plan to help you achieve your goals. Professional coaching is *not* advising, counseling, training, consulting, mentoring, or psychotherapy; it does not involve diagnosing or treating mental disorders.

Your coach, **Sylvie Dubois**, will provide the Client with the EFFECTIVE Coaching Package, which includes five 60-minute weekly or biweekly sessions.

- The engagement will last a maximum of 3 months, with the contract end date on this [redacted] day of [redacted], 20[redacted]. If the Client reschedules sessions past this deadline, the Coach is not required to accommodate these changes or provide additional sessions.
- This coaching service will be delivered via video conferencing (i.e., Zoom or Teams).
- The Coach will also be available to the Client via email and/or smartphone (text or call) for communication between scheduled meetings, as agreed upon by both the Coach and the Client.

You, [the CLIENT], agree to attend your scheduled coaching sessions, establish your priorities, agenda, and topic/challenge for coaching, participate in an open and honest dialogue, and be positive and proactive in pursuing your goals and greater self-agency. Throughout this engagement, exercises may be used to document your coaching goals, learning, and progress. You are responsible for completing these exercises with the coach's support. Additionally, you agree to fill out a short questionnaire to help determine the overall goal/outcome to be achieved by the conclusion of the coaching mandate.

Confidentiality: The information you share is strictly confidential. Your Coach will keep the content of our sessions private. The Client will have the sole discretion to share or not share feedback assessments, content of coaching sessions, or any other information originating from the coaching process. During the coaching session under this agreement, the Coach agrees to adhere to and abide by the ethical standards of behavior and conduct established by the ICF Code of Ethics and the AC Global Code of Ethics.

Financial terms: Payment terms are determined by the type of package selected. The EFFECTIVE Coaching Package, detailed on theacademiccoach.ca, is priced at \$450. Unless otherwise agreed upon in writing by the Coach, payment is required before sessions and must be made through Paperbell's secure website at <https://paperbell.me/sylvie-dubois>.

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Cancellations: If either of us needs to cancel or change the time of a coaching session, we agree to give each other at least 24 hours notice to reschedule. The Coach will attempt in good faith to reschedule up to a maximum of three missed sessions with the Client.

Termination: Either the Coach or the Client may terminate this Agreement at any time with 14 days prior written notice. If the Client cancels the contract before the coaching services are completed, the Client must compensate the Coach for all the services rendered before the cancellation date in accordance with the fees set out in the contract.

Indemnity: In no event shall the Coach be held liable or responsible for any damages or losses, whether direct or indirect, arising from any action or inaction, or any consequences thereof, resulting from the professional coaching services provided by the Coach.

Please complete and co-sign this Agreement before the first scheduled coaching session. Our signatures indicate that we have read and accepted the terms and conditions of this agreement, which we undertake with respect.

Retain one copy for your records and email the other to > sylviedubois@theacademiccoach.ca

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| Coach: Sylvie DUBOIS | Client: |
| City & Date: | City and Date |
| Coach Signature above | Client Signature above |
| Email sylviedubois@theacademiccoach.com | Email |
| Phone # | Phone # |