

SparkHer Shift Coaching Contract

1. Background:

Blessing Igbeare is a Professional Transformational coach and obtained her certification from the renowned Transformational Academy, She is also a NLP Practitioner. She is a candidate for a Master's in Social work at Liberty University. She also holds an MBA and Certificate in advanced leadership skills, She also holds a certification as a trained Mentor.

2. Payment Information:

Payment Structure: *Full payment is due at the time of scheduling the session. THERE IS NO REFUND AFTER SIGNING UP.

We also accept payments by Zelle or Cashapp - this information will be provided by the coach if needed after the Insight session (this option is only available for unique circumstances)

3. Refunds:

Mentoring/Coaching fees are non-refundable once the coaching program has commenced. In exceptional circumstances, refund requests will be reviewed on a case-by-case basis.

4. Cancellation Policy:

Our policies are designed to facilitate efficient scheduling and to guarantee that all clients desiring a session can be accommodated. Kindly assist us in serving you better by informing us as soon as possible if you need to modify or cancel your appointment.

Client Cancellation: Clients are required to provide a minimum of 24 hours, notice for session cancellations. Cancellations made within this notice period will not incur charges. Cancellations made outside the notice period may be subject to a fee of \$25

Mentor Cancellation: If the coach needs to cancel a session, every effort will be made to reschedule at a mutually convenient time. If rescheduling is not possible, the client will not be charged for the canceled session.

5. Confidentiality:

Client Confidentiality: All information shared during coaching sessions will be treated with the utmost confidentiality. The coach agrees not to disclose any personal information shared by the client without explicit written consent unless required by law.

Limits of Confidentiality: There are exceptions to confidentiality in situations involving harm to self or others, illegal activities, or as required by law. In such cases, the coach will take necessary steps to ensure the safety and well-being of all parties involved.

6. Appointment and Scheduling Policy:

Scheduling Sessions: Mentoring/Coaching sessions will be scheduled in advance at mutually agreed-upon times. The client is responsible for attending sessions promptly. Late starts will not result in session extensions.

Missed Sessions: If a client misses a scheduled session without providing the required notice, the missed session fee may be charged -\$25

Rescheduling: Sessions can be rescheduled with a minimum of 24-hour notice. Efforts will be made to accommodate rescheduling requests.

Termination of Coaching and Refund Policy The length of your coaching and the timing depend on the specifics of your goals and the progress you achieve. Your coach will help define your direction, but it's the client's responsibility to create

About the Coaching Process:

The International Coach Federation's definition of coaching is as follows: "Professional Coaching is an ongoing professional relationship that helps people produce extraordinary results in their lives, careers, businesses, or organizations. Through the process of coaching, clients deepen their learning, improve their performance, and enhance their quality of life. In each meeting, the client chooses the focus of the conversation, while the coach listens and contributes observations and questions. This interaction creates clarity and moves the client into action. Coaching accelerates the client's progress by providing greater focus and awareness of choice. Coaching concentrates on where clients are now and

what they are willing to do to get where they want to be in the future. Coaches recognize that results are a matter of the client's intentions, choices, and actions, supported by the coach's efforts and application of the coaching process."

By signing below, the client acknowledges understanding and agreement with the terms outlined in this coaching contract for SparkHer Shift.

Client's Name: _____

Client's Signature: _____ Date: _____

Coach's Name: _____

Coach's Signature: _____ Date: _____