



Coaching Agreement

Harness the Spark - Career Transformation Programme

Client: Donald Pirie

Coach: Lisa Gills

Date:

Programme: 4-Week Career Booster Programme (Phase 1)

This agreement sets out how we'll work together during your coaching programme. It's designed to protect both of us and make expectations clear.

1. What Coaching Is (and Isn't)

Coaching is a collaborative process. It's designed to help you develop insight, build strategies, and make meaningful change. I'll ask questions, share tools, and offer structure — but ultimately, you're responsible for what you take from it and how you use it.

This is not therapy or medical advice. I don't diagnose or treat mental health conditions. If you feel you need therapeutic or clinical support, I'll help signpost you to it — but it's outside the scope of this coaching.

2. Programme & Services

This agreement covers the following programme:

4-Week Career Booster Programme - £400 ex VAT (£480 inc VAT)

- 4 x 1-hour sessions over 4 weeks (Phase 1 only)
- Focus on the AI tool, report, and core narrative

- Key deliverables: report, CV content framework, positioning statement
- Email support between sessions (response within 48 hours on working days)
- Access to proprietary AI questionnaire tool

Sessions will take place online (Zoom) at mutually agreed times.

Cancellation & Rescheduling:

- If you're more than 15 minutes late or miss a session without 24 hours' notice, the session may be forfeited unless it's an emergency
- I'll always do my best to be flexible where possible
- If I need to reschedule, I'll give as much notice as I can (ideally 24 hours)

Option to Continue:

At the end of Phase 1, you have the option to add Phase 2 (4 additional sessions for £400 ex VAT) to complete the full 8-Week Programme. This is entirely optional.

3. Payment Terms

The full fee for this programme is **£480 inc VAT (£400 ex VAT)**.

Payment has been received prior to the first session.

4. Cancellation & Refunds

Once the programme begins, refunds are not available except in exceptional circumstances. If something significant changes, we'll have a conversation and agree next steps.

You're free to pause or stop coaching at any time — just let me know, and we'll handle that properly.

5. Confidentiality

Everything shared in sessions is confidential. I operate within the spirit of the ICF Code of Ethics.

The only exceptions are:

- If I'm concerned about your safety or someone else's
- If you give permission for me to discuss something (e.g. with Access to Work or an employer)

Sessions may be recorded for internal training or accreditation purposes — but only with your consent. You can withdraw that consent at any time.

6. Intellectual Property & Tool Usage

The AI questionnaire tool, methodology, frameworks, and any materials I provide remain my intellectual property. You're welcome to use insights and outputs from the coaching for your own career development, but please don't copy, reproduce, or share the tool structure or methodology itself. The content you create (your career narrative, CV content, etc.) is yours to use as you wish.

7. Liability & Boundaries

You're responsible for your own actions, choices, and results from coaching. I'm not liable for any outcomes, decisions, or impacts of the coaching process.

Professional Boundaries:

- Our relationship is professional coaching, not friendship or therapy
- Contact outside sessions should be related to the coaching work
- I reserve the right to terminate the coaching relationship if boundaries are not respected

8. The Legal Bit

This agreement is governed by the laws of England and Wales. If a disagreement arises, we agree to try to resolve it through conversation and mediation first. If it becomes a legal matter, the party who wins may recover legal costs.

Agreement

By signing below, you confirm that you've read and agreed to these terms.

Client Signature:

Client Name:

Date:

Coach Signature: *Lisa Gills*

Coach Name: Lisa Gills

Date: 2025-10-25

Harness the Spark

Lisa Gills

Email: lisa@harnessthespark.com

Website: www.harnessthespark.com