Career Coaching Agreement

Date: [date] · For the attention of: [Client full name]

This agreement is entered into between **[Client full name]** (the "Client", hereinafter the "Coachee") and **Roshan LTD** (the "Coach"). The Coachee will receive an individual career coaching program divided into at least six (6) sessions of approximately one hour each. The Coachee and the Coach agree as follows.

Nature of the coaching service, responsibilities and confidentiality

1. The service provided by the Coach is individual coaching. Coaching relies on a process of personal research and discovery to build the Coachee's awareness and responsibility, through tools provided by the Coach: a continuous personalized coaching relationship, structure and feedback to support the Coachee's personal and professional Vision and Goals.
2. The Coachee and the Coach agree to maintain a high level of clarity and openness in their communication during the coaching sessions. The Coachee acknowledges and accepts that the coaching service does not guarantee the achievement of predetermined results or objectives, but constitutes a support service for the growth of the Coachee's potential, in order to develop and maximize their professional resources.
3. The Coach guarantees the utmost confidentiality of all information that may emerge during the coaching sessions, in compliance with the provisions of Article 13 of Regulation (EU) 2016/679 (GDPR). All data and information relating to companies, persons or work performed are to be considered strictly confidential; the utmost discretion, reserve and confidentiality is assured with respect to each individual involved.
4. The Coach may not be held in any way responsible for any failure to achieve the objectives set by the Coachee, nor for any consequences, of any nature or kind, arising from decisions made by the Coachee during the process.

Design and development of the coaching objectives

5. The coaching relationship is co-designed by the Coachee and the Coach. Sessions include discussions on topics chosen by the Coachee: experiences, projects, results and objectives relating to the career path connected to the business area in which the Coachee wishes to develop new opportunities. The areas covered by the coaching are:
    - Definition of objectives and professional positioning
    - Creation of application tools
    - Job search strategy

6. The coaching program will develop over six (6) sessions of one hour each (one-to-one sessions), integrated with back-office activity carried out by the Coach. The program offers a high level of personalization to meet the individual objectives of the Coachee as well as objectives of excellence in the management of the coaching process.
7. The Coach does not provide therapy; the Coach may however recommend a course of psychotherapy that may run in parallel with the coaching process. In this case the Coachee may work simultaneously with the Coach and the therapist or psychologist.
8. The coaching relationship leads the Coachee to gain clarity, through the choice of their own focus, and to take action. The Coachee is ready, willing and able to undertake actions and to accept full responsibility for the consequences of their own choices and actions.
9. The Coachee understands that coaching is a process and that change happens over time.

Delivery of the coaching service, times and methods

10. The Coachee will give at least 24 hours notice, by phone call or email, in case of cancellation of scheduled sessions. In case of delay to a session, the Coachee and the Coach will jointly decide, based on the commitments of both, when to reschedule the session.
11. Should the coaching relationship prove unsatisfactory for the Coachee, the Coachee may ask the Coach to repeat the same session.
12. The Coach will ask for an evaluation of the service at the end of the coaching sessions, in order to measure the Coachee's satisfaction and to adjust the use of the tools available within the coaching process.
13. The coaching process will develop in one-to-one sessions held on the dates agreed from time to time between Coach and Coachee. Delivery will be entirely remote, via Google Meet or an equivalent platform.

Fees

14. The fee for the entire coaching program, comprising at least six (6) one-hour one-to-one sessions, is:
    - **€ 550** [plus VAT where applicable]

    Payment method: by bank transfer, at booking.

The signatures below indicate full understanding of and agreement with the points set out above.

The Coachee — [Client full name]	The Coach — Roshan LTD, [representative name]

Place and date: _____