

Executive Coaching Agreement

1) INTRODUCTION

Congratulations! We're excited to have you come into this program provided by Courage Coaching, LLC. I can't wait to get started supporting you.

Please read the following agreement carefully so that you know exactly what to expect. If you agree to the terms below, sign at the bottom.

Once you've signed and submitted payment, you'll receive a welcome email from jennylynde@couragecoaching.us, typically within 24 hours. This email includes your scheduling information and intake form, to be filled out prior to your first session.

2) WHAT YOUR PROGRAM INCLUDES

You'll work privately with Jennylynde on a regular basis. The coaching period will start when you sign this contract, unless you have received written confirmation of a later start date from a member of our team. The coaching period will continue automatically until the end date or either you or Jennylynde submit a written 30 day notice of termination.

Your coaching period will consist of three primary components:

A. 1-1 calls with Jennylynde. Each month, you will schedule (2), 45 minute calls with Jennylynde. These calls are an opportunity to establish action steps for the coming weeks. You'll be expected to bring at least one specific challenge or desire to each call. This creates ownership on your part and gives each session a clear focus. Jennylynde will also prepare for sessions by reviewing your goals and progress.

It is important that you prioritize your coaching in order to receive its full benefit. Should you need to cancel or reschedule a coaching session, you may do so up to 24 hours in advance of your session. Rescheduled sessions will need to be made up within a week of the originally scheduled date. Sessions canceled within 24 hours may not be eligible for make-ups. Note that your results will be less dependent on how much time we spend together and more dependent on the actions you take between sessions.

B. Text/email access to Jennylynde. Jennylynde typically responds to text or email messages within 24 hours, Monday-Friday Central Time. Please use these asynchronous forms of communication for non-urgent matters only.

C. Access to Jennylynde's courses and professional network. You'll receive access to all of Jennylynde's training material, including any paid courses, to be used as a supplement for our 1-1 engagement. Feel free to dive into whichever topic feels most relevant to you right now, or to ask Jennylynde for guidance on where to start. She will suggest specific training modules for you throughout the coaching engagement, when appropriate. You will continue to have access to this training library for at least one month after your coaching engagement ends.

Jennylynde may offer to connect you with other clients and colleagues. This is a valuable opportunity to build relationships with people who can help you on your growth journey. If there is a specific type of person or resource that you would like to be connected with, please make that request to Jennylynde. After your coaching engagement with Jennylynde, she may periodically ask permission to connect you with another client for the same reason.

3) WHAT HAPPENS IN THE EVENT OF A "PAUSE"

A "pause" is defined as a one month period of time during which the coach or client is unavailable and would like to temporarily put the coaching engagement on hold. It also allows you to keep your spot on Jennylynde's roster. There are only two ways that the coaching engagement can be paused:

A. By Jennylynde: In the event that Jennylynde is unavailable to coach for a full month due to illness, family emergency or vacation, you will be notified over email and your program will be extended for the equivalent duration as your sole remedy. Note that our offices close every year from December 24th to January 1st and typically for one week in August. In order to recharge and be our best for you, we don't respond to messages or take calls during these infrequent periods. Since you are still able to book calls around these weeks, they do not qualify as a pause. We will send you a written notification at least two weeks before each scheduled vacation.

B. By you: You may pause your coaching engagement due to illness, family emergency, or vacation for a period of one month. To schedule a pause in coaching, you must first notify jennylynde@couragecoaching.us, in writing, at least two weeks before the desired pause starts, except in the case of emergency. You will not receive any text or email support or coaching calls during your pause, but you will still have access to Jennylynde's courses.

4) YOUR PAYMENT DETAILS

You've agreed to pay \$15,000 USD on a one time basis, to cover the entirety of the six month program. The program's end date will be calculated from the date of payment.

Thank you for this investment in our program and your business future.

5) ON RESULTS, REFUNDS, AND RELATIONSHIPS

This coaching relationship is a place to openly bring your challenges, ideas, and goals. Jennylynde's focus is to help you make more progress towards these goals than you would make on your own. Her role is that of a coach, consultant, thought and accountability partner. Jennylynde agrees to readily offer her guidance to ensure that you are focused on the right things.

You agree to give 100% to this coaching relationship, knowing that you are ultimately responsible for your results. Your return on investment from this program will be determined by your level of effort and from factors outside of our control, such as the coaching market. Because of this, no refunds will be given at any point.

Relationships are built on communication. If you ever feel that you are not getting what you signed up for, please communicate that directly to Jennylynde so that she can make reasonable adjustments. Jennylynde may also provide you feedback during the program in an effort to help you maximize your investment.

Of course, Jennylynde does not provide professional therapy, legal advice, or tax advice.

6) INTELLECTUAL PROPERTY RIGHTS AND ATTRIBUTION

All program materials, including the pre-recorded training videos, private coaching calls, text or email messages, any group coaching call presentations, and other communications, will remain the sole property of Courage Coaching, LLC, subject to your rights to a non-assignable single user license to use in your coaching business upon payment in full of the program fee.

You shall not reproduce any of the materials without Jennylynde's prior written consent given in her sole discretion. In all cases you shall attribute the material to Courage Coaching, LLC.

You grant Jennylynde perpetual permission and license to use quotes you make during and after the program without compensation, as long as you have first given your written consent of usage. At the end of your contract period, you will have the opportunity to create a client case study. This allows us to improve our service and share your story with others.

7) WHAT HAPPENS IN THE CASE OF A DEFAULT OR DISPUTE

We agree that, with respect to money damages for uncured breach of this Agreement by Courage Coaching, LLC, damages are difficult to ascertain with certainty. Therefore, the parties hereto agree that the maximum recovery, if Courage Coaching, LLC is found to be in default in the

performance of the terms of this Agreement, whether in contract, tort or otherwise, shall not exceed 100% of the total compensation paid for the program. Under no circumstances shall Courage Coaching, LLC be liable for consequential or special damages. Violations of intellectual property rights under this Agreement may be remedied by equitable relief such as an injunction.

8) MISCELLANEOUS

If any provision of this Agreement or any portion thereof shall be held to be invalid or unenforceable, the remaining provisions shall continue to be valid and enforceable. This Agreement contains the entire agreement of the parties and supersedes any prior written or oral agreements between the parties. This Agreement can only be modified by an instrument signed by both parties. The captions herein are for convenience only. This Agreement shall not be interpreted against the drafter. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel compliance with every provision of this Agreement. Electronic signatures shall be considered originals. This Agreement shall be governed by the laws of Minnesota, the location of Courage Coaching, LLC's headquarters.

These provisions shall survive termination of this Agreement.

9) CONCLUSION

Working with you is a privilege. There are many executive coaches out there to hire and many ways to invest your time. We are honored that you chose us.

If you agree to all of the above, please sign and date below:

CLIENT

Signature: _____

Name: _____

Date: _____

OFFICE USE ONLY

Provider received signed contract on: (date) _____

Provider Signature: _____