**Welcome Statement:** Welcome to Willow Way Career Coaching Services. We are dedicated to providing you with personalized career guidance and support to help you achieve your professional goals. This agreement outlines the terms and conditions of our coaching relationship.

**Scope of Services:**

1. Career Assessment: Evaluate client's skills, interests, and experiences to establish career goals.
2. Resume and Cover Letter Review: Provide feedback and suggestions for improvement.
3. Interview Preparation: Conduct mock interviews and offer strategies for effective responses.
4. Job Search Strategies: Assist in developing an approach to finding suitable job opportunities.
5. Networking Advice: Advise on building and utilizing professional networks.
6. Personal Branding: Help in creating a professional image and online presence.
7. Follow-up Support: Provide ongoing support and advice as needed.

**Session Structure:**

1. Duration: Each coaching session will last approximately 60 minutes.
2. Frequency: Sessions will occur once a week unless otherwise agreed upon.
	1. 9 sessions must be completed within 90 days.
	2. 5 sessions must be completed within 50 days.
	3. 3 sessions must be completed within 30 days.
	4. 2 sessions must be completed within 20 days.
3. Platform: Sessions will be conducted via video conferencing.

**Payment Terms:**

1. Fees: The client agrees to pay the advertised fee on the willowaycareercoaching.com website.
2. Payment Schedule: Payments are due at least 24 hours in advance of the time of service.
3. Cancellation Policy: Clients must cancel or reschedule at least 24 hours in advance to avoid being charged for the session.

**Confidentiality:** All information shared by the client will be kept confidential, except as required by law or with the client's written consent.

**Client Responsibilities:**

1. Commitment: The client agrees to actively participate and be fully engaged in the coaching process.
2. Communication: The client is responsible for communicating needs and expectations clearly.
3. Assignments: The client agrees to complete any tasks or assignments between sessions to facilitate progress.

**Coach Responsibilities:**

1. Support: The coach will provide support, accountability, and encouragement throughout the coaching process.
2. Professionalism: The coach will maintain professionalism and confidentiality at all times.
3. Resources: The coach will provide relevant resources and tools as needed.

**Limitations of Service:** Career coaching is not a substitute for professional mental health care or medical advice. It does not involve diagnosing psychological issues, providing business advice, or acting as a recruitment service.

**Termination of Services:** Either party may terminate the coaching agreement with one week's notice if it is determined that the coaching relationship is no longer productive or beneficial.

**Agreement:** By engaging in our career coaching services, the client agrees to the terms outlined in this document.