

Visionary Initiatives, LLC
A Career Development & Coaching Organization
Confidentiality & Service Agreement

This Agreement made effective as of the _____ day of _____, 2019

BETWEEN:

&

Visionary Initiatives, LLC

Latika S. Vines, Career Development Strategist, Speaker, Trainer, & Author

Our relationship is very important. My responsibility is to listen, assess, and to make suggestions that hopefully will enable you to gain insights and to understand yourself better in order to navigate forward in your career. My focus is on assisting you with career assessment, identifying options, and coaching you to achieve your desired outcomes. Ultimately, it is your choice and responsibility to determine the right direction and fit for yourself in any career situation.

I am committed to providing high quality coaching and career development services. I will work hard to ensure that you receive appropriate and competent services regardless of race, age, gender, beliefs, national origin, or disability. I have a strong commitment to client care and my own professional development. I engage in ongoing consultation and education as part of my commitment to excellence.

We will have the sessions outlined in the Program. Sessions are 60-minutes in length, unless otherwise noted.

If you need to cancel a session for any reason, please do so at least 12 to 24 hours in advance.

It is my policy to respect your privacy and protect the confidentiality of our relationship. I will not share any information you provide during and/or outside of the coaching sessions.

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With this Agreement, I am providing coaching services via _____ (name of program). Payment is expected at least three days prior to your first session or up front as a package. You will receive an invoice to remit payment, if you haven't done so already.

I urge you to discuss with me any questions, concerns, and/or problems you may have about anything that transpires in any session.

I look forward to be your partner in transforming your vision into an initiative!

