

This agreement sets expectations for your participation in in-the-moment coaching, which is a brief and focused coaching service available to individuals who have previously participated in one-on-one coaching with DAS Workforce Development.

Purpose of coaching is a client-led process focused on helping you clarify goals, explore options and take meaningful action. Coaching is not therapy, counseling or consulting. You are responsible for your own progress and outcomes.

In-the-moment coaching is designed to support you during a specific challenge, decision or urgent situation. Sessions are short, targeted and quickly scheduled to meet your immediate needs. It is not a substitute for ongoing coaching.

Confidentiality and ethics: Your coach will keep your information confidential except in the following cases:

- Legal requirements (i.e., risk to self or others, illegal activity, court order)
- Reporting for coaching certification (name, dates, contact information only)
- Internal DAS data collection (i.e. session count, agency, role, satisfaction score – no names or personal content)

All DAS coaches follow the [International Coaching Federation \(ICF\) Code of Ethics](#).

Scheduling and cancellations: Sessions are typically 60 to 90 minutes and will be scheduled quickly based on your need and coach availability. If you must cancel, please give as much notice as possible.

Ending the coaching engagement: In-the-moment coaching is intended for one–two sessions. If additional coaching support is appropriate, a formal three to nine month coaching engagement may be offered.

No cost: This service is provided at no additional cost through DAS Workforce Development.

Limitation of liability Coach and DAS Workforce Development do not bear responsibility for any consequence and in no event shall be liable for any direct, indirect, incidental, special or consequential damages relating directly or indirectly to any action or inaction that you take based on the services offered, information provided or other material obtained through our coaching.

By receiving in-the-moment coaching, you agree to the terms above and commit to a respectful, focused coaching experience.

No signature required. Agreement is acknowledged by participation.