

Individual Executive Development & Support Framework, Terms & Conditions

Framework...

- The standard programme consists of six sessions lasting two hours each.
- As results focussed executive coaches, we normally work with the participant on issues:
 - Defined in advance by the client organisation
 - Defined by the participant's line manager
 - Defined by the participant
 - Emerging from discussions between the participant and the coach
- The frequency of sessions will be agreed by the participant and coach. Typically this varies between three to five weeks depending on the participant's needs and/or availability.
- The programme may be extended as required by the participant or the client organisation in blocks of three or six sessions.
- We encourage a three way meeting between the participant, their line manager and the coach at some stage during the process.
- Feedback to the client organisation will be through the participant only.

Session Cancellation and Postponement...

- We appreciate that our clients are usually busy senior managers with changing commitments. Therefore we will accommodate reasonable alterations in agreed dates, timings and location.

- To allow this flexibility we do charge at cost for any extra travel and/or accommodation expenses incurred from such changes.

Fees & Invoicing...

- We have a standard fee for all European clients.
- We invoice clients at the commencement of the contract. Payment is due within 14 days.
- Invoices for travel and accommodation expenses are submitted on a monthly basis where applicable.

Included In Our Fee...

- Six sessions of approximately two hours each.
- Unlimited e-mail and telephone support between meetings.
- Any psychometric materials and booklets used with the participant.
- Travel time to meetings.

Not Included In Our Fee...

- Local taxes that are applicable. (Generally work carried out by us outside the UK is free of taxes)
- Travel expenses to and from meetings. All travel is booked in Economy Class.
- Changes in travel or accommodation arrangements resulting from the participant's cancellation or postponement.
- Meeting room hire in the event of client office space being unavailable or inappropriate.