

HOW WE WORK TOGETHER

Session duration

Coaching sessions usually last 60 or 90 minutes. Unless agreed otherwise, any extension of the session time is at my expense.

Location

Coaching sessions take place at my office at Mühlebachstrasse 43 in Zurich. On request, I also offer online sessions via MS Teams.

Fees

Fees are based on the hourly rate valid at the time the assignment is agreed. Unless agreed otherwise, assignments are billed according to time spent. The hourly rate includes the coaching session itself as well as its preparation and follow-up. Any additional work is agreed separately. The service is subject to the full rate of VAT.

Online sessions abroad

Online sessions provided to clients abroad are charged at the same hourly rate. Invoices are issued in Swiss francs and are not subject to VAT. For cost-effective international payments, I maintain an account with Wise (company information).

Payment

Invoices are issued upon completion of the collaboration. For longer engagements, part-payments can be agreed. Payment terms: 30 days net. For private clients, payment via TWINT is available on request (company information).

Initial consultation (free of charge)

For companies

I offer your employees a free, non-binding 30-minute initial consultation, allowing them to get to know me and my way of working.

For private clients

For personal and professional assessments and longer coaching processes, I offer a free 30-minute initial consultation.

For application coaching and job interview training, the initial consultation lasts 15 minutes – by phone or online.

This allows you to get to know me and then decide whether you would like to work with me. The initial consultation does not apply to single sessions.

Appointments and cancellations

Appointments are binding for both parties. Cancellations must be made at least 24 hours in advance. For later cancellations or rescheduling, I charge half of the hourly fee; for no-shows without notice, the full hourly fee is charged.

Early termination of the collaboration

The coaching relationship constitutes a mandate in accordance with Articles 394–406 of the Swiss Code of Obligations. The collaboration may be terminated by either party at any time.

Any questions?

If you have any questions, please feel free to contact me.

Phone +41 (0)76 223 97 88 or via email, WhatsApp or Threema.