

HOW WE WORK TOGETHER

Duration of a session

Normally coaching sessions last 60 or 90 minutes. Unless we have agreed otherwise or agree during the meeting, any extra time spent at the meeting will be at my expense.

Coaching location

Coaching sessions take place in my office at Mühlebachstrasse 43 in Zurich.

Upon request, I also offer online coaching sessions on Zoom, Skype or Teams.

Fees

The prices for services rendered are based on the current hourly rate at the time the order is placed. I charge by the hour unless we have agreed otherwise. The hourly rate covers the consulting session as well as its preparation and post-processing. The billing of additional expenses will be agreed upon separately. The consulting service is subject to the full VAT rate applicable at the time the service is rendered.

Online consulting abroad

I charge the same hourly rate for online consultations across borders. Invoicing is done in Swiss Francs. The VAT is not charged. For an inexpensive transfer of the invoice amount I have an account with Wise ([company information](#)).

Payment

I bill for my services after having finished the cooperation. In long-term mandates we agree upon partly payments. Bills are to be paid within 30 days without discount. For individuals, payment by TWINT is possible on request ([company information](#)).

Briefing free of charge

FOR COMPANIES

I offer an unbinding 30-minute-briefing free of charge so that your employees get the possibility to get to know me and my working style and decide whether I am the right person for their concern.

FOR INDIVIDUALS

For personal and professional assessment as well as coaching processes I offer you an unbinding 30-minute-briefing in person or online, free of charge; for application coaching and job interview training a 15-minute-briefing free of charge by telephone or online. This gives you the chance to get to know me and my working style. Afterwards you can decide whether I am the right person in charge for your concern.

This offer is not valid for single sessions!

Appointments

Appointments are binding on both sides. In case of prevention, the cancellation is made 24 hours in advance, so that the session does not have to be charged. In case of cancellations or postponements less than 24 hours before the start of the agreed appointment, I charge half an hourly fee, in case of non-announced absence a full hourly fee.

Premature termination of the contract

A coaching cooperation is a mandate according to OR Art. 394 to 406. The cooperation can be terminated anytime by either side. In any case, a closing session will take place.