

# Coaching Agreement

---

Coaching is a powerful alliance, co-designed to forward and enhance the lifelong process of human learning, effectiveness and fulfillment.

**This agreement, between:**

**The coach and The client – The relationship will begin**

**on date set by Coach and Client**

Both the client and the coach are committing to an Annual Engagement providing a monthly coaching session over a one year period on dates mutually convenient for both. This arrangement builds responsibility and accountability and promotes action towards results.

The services to be provided by the coach to the client are telephone and email coaching, as designed jointly by the coach and client. In person coaching will be decided with the client based on need and proximity of the coach.

Coaching may address specific goals, business success strategies, or general conditions in the client's business or profession.

Other coaching services include value clarification, conative strengths identification and leveraging, brainstorming, identifying plans of action, reviewing modes of operating in life, asking clarifying questions and making empowering requests.

## **Our Commitment to you...**

1. We agree to serve as your coach. We will design and refine our coaching relationship, agreeing that it is fueled by your expressed interests, goals, and objectives.
2. All items discussed will remain confidential.
3. We are not responsible for your outcomes nor can we guarantee your results. You will create results by having the commitment and determination to move forward on your objectives and goals with our total support.
4. Coaching is most effective when both parties are honest and straightforward in their communication.
5. You can expect us to challenge you, offer different perspectives, share best practices, make requests (including asking you to complete homework assignments) and acknowledge your shifts in paradigms.
6. We adhere to the strict Standards, Practices and Ethics of the International Coach Federation, a copy of which is available on their website [www.coachfederation.org](http://www.coachfederation.org)

7. We do not earn referral fees from trainers, recruiters, therapists, counselors, consultants or other coaches. Any referral that we make is exclusively in your interest.
8. Our responsibilities are to be unconditionally constructive and supportive; to expand on the available opportunities that are consistent with your values; assist in clarifying goals and developing action plans; and to support you in regrouping during a disappointment and to celebrate your successes.

You understand and agree with the above and commit to the following:

1. You are motivated and committed to acting on your goals. The focus of our work will be as you specify at each session.
2. You accept full responsibility for yourself and any actions you take or fail to take that might result from a coaching dialogue.
3. You will give and ask for feedback as much as possible. You will let the coach know right away when something is working for you or when something is not.
4. You agree to be available for the coaching call at the specified time. You understand that your coach will take time to prepare in advance for each of your sessions and faithfully reserve your times for you. Hence, except in the event of an emergency, you will endeavor to give 24 hours notice to cancel or reschedule a coaching session and that we may charge for a session cancelled with less than 24 hours notice or for a no show.

Our signatures on this agreement indicate full understanding of and agreement with the information outlined on these 2 pages.

**Coach:**

**Individual / Advisor:**

**Team Members:**