



Coaching Agreement  
**Karen O'Connor**  
karenoconnorconsulting

This is an agreement for Karen O'Connor of karenoconnorconsulting.com, to provide coaching services.

Name of client attending:  
Of  
Company (where appropriate)  
Number of Sessions/Date  
Coaching Fees - **see invoice ref.**

**Agreement terms:**

1. Coaching is a partnership that completely respects the client's agenda, in a forward-moving process: deeper thinking, new self-awareness, and progress in goals. The International Coach Federation (ICF), my professional body, defines coaching as *"a thought-provoking and creative process that inspires them to maximize their personal and professional potential"*
2. **Code of conduct:** Confidentiality, trust and professional standards are vital to a safe coaching relationship. The ethics and available redress methods of my professional body, the ICF are here: <https://coachingfederation.org/app/uploads/2021/01/ICF-Code-of-Ethics-1.pdf> and covers conflicts of interest and situations where confidentiality cannot be kept e.g. imminent threat to safety to self or other, seriously unlawful or discriminatory behaviour, or as fully agreed by all parties in the contract discussion with client and sponsor.(SEE 3)  
As a profession, coaching is not legally privileged.
3. **Data:** *Data is confidential.* Client contact email details are held on Coach's own private logging system, a requirement of ICF (International Coaching Federation) in case of audit and verification of declared coaching hours. I am ICO registered. (Information Commissioner's Office UK) Methods of data capture change, including new apps and technologies. If new systems are used, coach and client agree to use them in accordance with ICF ethical principles including confidentiality.
4. **Company Clients:** Client/Sponsor/Coach agree to a 3-way conversation to establish the organizational goals of the coaching contract where applicable, prior to coaching beginning. The client alone is responsible for coaching session content, and their own actions. The Company Client/Sponsor further agrees that it shall at all times accept and honor the Coach's obligations of confidentiality to the Employee Client and shall not compel or pressure the Coach into disclosing or revealing the substance of the Coach's meeting with the Employee Client. In the event of any such demand or pressure on the part of the Company Client the Coach shall be free to terminate the relationship.
5. **Professional development and coach supervision:** For the client's assurance, best practice in professional coaching, no matter what level of experience, is for continuous professional development including regular coach supervision, and coach mentoring against ICF Core Competencies. Therefore, sessions may be recorded, anonymized for the coaches' own potential supervision, mentoring and professional credentialing purposes: **client's permission will always be sought in advance**, and they can request an audio copy
6. All parties hereby acknowledge their understanding that coaching is not therapy, nor is it a substitute for therapy. Coaching does not prevent, cure nor should it be deemed treatment for, any health matter.
7. **Cancellation:** The client agrees to notify the Coach at least **72 hours in advance** of any scheduled session that he/she needs to postpone or change and there will be no rescheduling fee. Sessions changed within 72 hours, or missed, will be charged in full. **Termination of Agreement.** Either party may terminate this Agreement at any time with two weeks' notice, with a full refund provided for undelivered sessions. Delivered sessions will be charged in full.
8. **Insurance:** My Coaching is covered by professional liability Insurance. Details on request.

Signed (Coach) Karen O'Connor

Date

Signed (Client)

Date

Signed: Company/Sponsor

Date