

Discover a Better You LLC Coaching Agreement (Professional Business Coaching)



This document serves as a written agreement between Christina Roberson, an employee as a “Client” and the approving Supervisor (Sponsor). It is specifically designed to outline the coaching process and its distinction as a helpful process for leadership and professional development.

Coaching is a collaborative, solution-focused, results-oriented and systematic process in which the Coach facilitates the enhancement of work performance, self-directed learning and personal and professional growth of the Client. The function of the Coach is to partner with the Client to identify topics and goals to be coached around and to utilize the Client’s knowledge, skills, and abilities to:

- 1) Make decisions about changes the client would like to make
 - 2) Develop a comprehensive and customized effective action plan to make those changes
 - 3) Implement the action plan to support Relational Energy Leadership in the workspace/home
 - 4) Develop long-term strategies to maintain the changes made
- Throughout the working relationship, the coach will engage in direct, personal and often challenging conversations. The Client understands that successful coaching requires an active and collaborative approach between Client and Coach. Ultimately, the Coach plays the role of a facilitator of change, while it is the Client’s choice and responsibility to enact change.

Coach Responsibilities:

As a Coach, I, Christina Roberson, will:

- ❖ Be clear with you about the coaching relationship, including any expectations
 - ❖ Be prepared for each coaching session to meet the client where they are and coach to meet team alignment
 - ❖ Come to each coaching session promptly at the agreed upon time
 - ❖ Maintain the ethics and standards of behavior set by the International Coach Federation (ICF)
www.coachfederation.org
 - ❖ Maintain complete confidentiality, within the limits of the law, unless given explicit permission by the coaching client to share particular content with others
 - ❖ Represent myself with honesty and integrity and make referrals to accommodate subjects not within my area of expertise or comfort scope
- Client Responsibilities:

As a Client, I, _____ will:

- ❖ Thoughtfully prepare for each coaching session
- ❖ Come to each coaching session promptly at the agreed time
- ❖ Seek to complete any between-sessions action steps i.e., ('homework')
- ❖ Be open to honest and forthright communication during discussions
- ❖ Be receptive to feedback and take the necessary action steps to progress
- ❖ Raise, and frankly discuss, any issues that relate to the goals we are working on

Christina Roberson, CPC (Discover A Better You LLC) Relationship & Personal Development Coach

Supervisor/Manager (Sponsor) Responsibilities:

As a Supervisor/Manager (Sponsor), I,

will:

❖ Respect the confidentiality and privacy of my staff member in relation to his/her coaching process

❖ Make myself available for any 3-way coaching meetings requested

❖ Play an active role in helping articulate and understand my staff member's coaching objectives

❖ Be clear to my staff member about the expectations I have for the coaching engagement I have approved and remain supportive of his/her dedication of time to this development experience

- Confidentiality/Privacy: All information shared within the Coach/Client relationship and any written notes remain completely confidential, except in specific circumstances decreed by law (i.e. expressed circumstances where harm to self or others is indicated). If the Coach is legally required to disclose information, the Client would be made aware of this prior to the disclosure. If information is requested by the Client's supervisor or organization, the Coach will report in writing and in broad terms on the process and progress of coaching but will not give details and content of the coaching sessions (unless the Client gives his/her explicit written permission). Please initial that you understand and will abide by this clause:

Coach _____

Date _____

Supervisor _____

Date _____

Client _____

Date _____

Coaching Services:

The parties agree to engage in _____ (60 minute) sessions over a month period of time beginning . If a session needs to be rescheduled for any reason (either by the Coach or Client), a minimum of 24hour notice is required. The Coach will also provide brief email support between sessions should rescheduling occur.

Early Termination:

Either Client or Client may terminate this agreement with 3 business days' notice. The expectation is that a transparent discussion will be scheduled to take place within those 3 days to outline the reasons for terminating the coaching process early.

Limited Liability:

Except as expressly provided in this agreement, the Coach makes no guarantees or warranties. In no event will the Coach or the Sponsoring Organization be liable to the Client for consequential or special damages. And neither will the Coach or Client be liable to the Sponsoring Organization for consequential or special damages.

Coaching is a partnership where all parties must willfully participate to facilitate success. The Client and Sponsor understand and agree that while the effects of coaching and the learned interactions that result from coaching are comprehensively encouraged, the Forms, Assessments, Materials, Surveys, Coaching Techniques, and Evaluations are the property of Christina Roberson (Discover A Better You LLC), to be used for personal coaching and development only, and may not be copied, displayed, distributed, or shared.

The signatures below represent agreement to the terms of the coaching.

Coach Signature/Date

Client Signature/Date

Sponsor Signature/Date
