

Coaching Agreement

This Agreement is entered into by and between:

TALBENEC and _____

Name, Address (Client) whereby TALBENEC agrees to provide Leadership Coaching Services for Client based on the scope of work outlined in Section II of this document.

Section I: The Relationship

A. Coaching/Client Relationship:

It is understood by both parties that Leadership Coaching is most successful when the client and coach have developed a trusting relationship that results in open dialogue and self-exploration. TALBENEC begins all coaching relationships with the intention of building such trust and focusing on professional development, values-driven leadership, leading for team success, and preparing for the next challenge. We do this through a series of activities that are designed to encourage self-reflection and the challenging of standing assumptions.

B. Termination:

The client or TALBENEC may discontinue coaching services, ending this agreement at any time. Services already provided but not yet paid by client, will be invoiced by TALBENEC within 10 business days of notice to discontinue services. Client notice to discontinue services should be sent by email to TALBENEC@execs.com. TALBENEC notice to discontinue services should be sent to _____.

C. Assigned Coach:

As a provider of Leadership Coaching and as a cooperative of independent coaches, TALBENEC strives to match the Leader with the right coach. This determination is made after a non-billed needs assessment is completed and both parties mutually agree on the coach. Selection of a coach will be the result of a combination of factors, including but not limited to, industry specialty, availability, and any unique coaching needs identified during the needs assessment. Coaching fees outlined in Section II will be based on the established rate of the assigned coach. There may be times when an independent Leadership Coach requires their own coaching agreement, at which time TALBENEC will simply facilitate the introduction of that relationship and let both parties complete their own agreement.

D. Coaching Fees:

Fees are based on an hourly rate and will differ between depending on if provided on site or virtually. Coaching fees are included in Section II of this agreement. Other charges may be billed for client pre-approved travel for on-site activities. Separate agreements will be made for single event services, such as retreats or workshops. In such cases detail quotes will be provided to itemize expected costs associated with such events/services.

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E. Cancellation Policy:

TALBENEC understands schedules must be flexible and last-minute changes (less than 2 full business days) may be unavoidable. TALBENEC will not charge for last-minute cancellations for the first three cancellations each year. Upon the fourth cancellation, TALBENEC may begin billing client for one-half the scheduled service that was canceled.

F. Confidentiality:

This coaching relationship, as well as all information (documented or verbal) that the Client shares with the Coach as part of this relationship, is bound by the principles of confidentiality set forth in the ICF Code of Ethics. However, please be aware that the Coach-Client relationship is not considered a legally confidential relationship (like the medical and legal professions) and thus communications are not subject to the protection of any legally recognized privilege. The Coach agrees not to disclose any information pertaining to the Client without the Client's written consent. The Coach will not disclose the Client's name as a reference without the Client's consent.

Confidential Information does not include information that: (a) was in the Coach's possession prior to its being furnished by the Client; (b) is generally known to the public or in the Client's industry; (c) is obtained by the Coach from a third party, without breach of any obligation to the Client; (d) is independently developed by the Coach without use of or reference to the Client's confidential information; or (e) the Coach is required by statute, lawfully issued subpoena, or by court order to disclose; (f) is disclosed to the Coach and as a result of such disclosure the Coach reasonably believes there to be an imminent or likely risk of danger or harm to the Client or others; and (g) involves illegal activity. The Client also acknowledges his or her continuing obligation to raise any confidentiality questions or concerns with the Coach in a timely manner.

G. Ethical Standards:

Coach agrees to maintain the ethics and standards of behavior established by the International Coach Federation "(ICF)" (Coachfederation.org/ethics). It is recommended that the Client review the ICF Code of Ethics and the applicable standards of behavior.

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Section II: Scope of Work

A. Term:

The term of this agreement lasts until one, or both parties notify the other that services are no longer needed, need to be modified, or can no longer be provided. No notification of renewal is required.

B. Services:

Virtual/video coaching for individual(s)

Rate/Hour _____

of Individuals ____ 1 hour/week ____ 1 hour bi-weekly ____, 1 hour monthly ____ Other frequency ____

If "other" specify _____

In person coaching for individual(s)

Rate/Hour _____

of Individuals ____ 1 hour/week ____ 1 hour bi-weekly ____, 1 hour monthly ____ Other frequency ____

If "other" specify _____

Reserved hours of virtual/video coaching per Year

Rate, Annual Retainer _____ Paid in 25% increments at the start of each quarter

_____ Hours reserved

In person reserved hours of coaching per Year

Rate, annual retainer _____ Paid in 25% increments at the start of each quarter

_____ Hours reserved

Other Services as defined below:



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Section III: Signatures and Contact Information

CEO TALBENEC
2745 California Ave SW, #434
Seattle, WA 98116
Email: TALBENEC@execs.com
Phone: 971.666.4117

Signature

Effective Date

Client Representative
Company Name
Mailing Address
Email:
Phone:

Signature

Effective Date