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Corporate Coaching Appendix

This Corporate Coaching Appendix ("Appendix") supplements the Blackbird Strategic Solutions Coaching Agreement when an employer ("Company") sponsors or reimburses the Client's coaching engagement.

This Appendix is effective once the Company provides payment, reimbursement, or written approval for sponsorship.

1. Purpose of Corporate Coaching

Corporate coaching supports the Client's individual growth while also aligning with organizational goals. This Appendix establishes expectations for all parties: the Coach, the Client, and the Company.

The Client remains the primary participant in the coaching engagement. Coaching focuses on leadership development, communication, professional growth, and effectiveness in the workplace.

2. Roles and Responsibilities

Coach Responsibilities

The Coach will:

- Provide professional coaching services to the Client
- Maintain confidentiality in accordance with the ICF Code of Ethics
- Share progress or alignment updates only with the Client's written consent
- Deliver coaching aligned with the goals agreed upon with the Client

Client Responsibilities

The Client will:

- Identify personal and professional goals for coaching
- Attend sessions on time and engage openly
- Determine what information, if any, can be shared with the Company

Company Responsibilities

The Company will:

- Provide payment for the coaching engagement
- Participate in alignment or check-in meetings only with the Client's consent
- Respect the Client's confidentiality and autonomy
- Avoid requesting confidential session content

3. Confidentiality and Information Sharing

Coaching conversations between the Coach and Client are confidential.

The Coach will not disclose personal details, coaching discussions, or session content to the Company.

Information will only be shared if:

- The Client provides explicit written permission
- It is legally required
- Safety concerns arise (risk of harm to self or others)

Optional Organizational Touchpoints

If the Client desires, optional touchpoints may include:

- Goal alignment meeting with the manager or HR
- Midpoint progress conversation
- Final completion or reflection summary

These meetings focus on overall themes, progress, and organizational goals, not personal content. The Client decides which, if any, are included.

4. Program Scope

The scope of coaching can include:

- Leadership development
- Communication effectiveness
- Strategic thinking
- Managerial or executive readiness
- Organizational influence
- Professional growth

Coaching does not include:

- Therapy or mental health treatment
- HR investigations
- Job performance evaluations
- Reporting on private session content

5. Scheduling and Duration

- Sessions are scheduled directly with the Client. The Company does not schedule sessions and does not receive session notes.
- All sessions must be completed within the program duration specified in the Coach's proposal or package description.
- Unused sessions after the program end date are forfeited unless otherwise agreed in writing.

6. Payment Terms

- Payment must be made by the Company before the first session.
- If an employee leaves the Company, the Client may continue sessions at no additional cost.
- Refunds are not provided to the Company for unused sessions unless the Coach agrees in writing.

If employment status changes (resignation, layoff, termination), the coaching engagement continues with the Client unless the terms of the Company's payment prohibit it.

7. Changes in Sponsorship

If the Company stops sponsoring the coaching engagement:

- The Coach will notify the Client
- The Client may choose to continue coaching as an individual client at individual rates
- The original schedule and number of sessions remain the same

Company decisions regarding payment do not automatically terminate the coaching relationship.

8. Ethical Standards

The Coach adheres to the International Coaching Federation Code of Ethics, including:

- Confidentiality
- Informed consent
- Professional boundaries
- Client-centered work
- Clear contracting

The Company acknowledges and agrees not to request information that violates ethical coaching standards.

9. Entire Appendix

This Appendix supplements and becomes part of the Coaching Agreement. All other terms in the primary Coaching Agreement remain in full effect.