



Coaching Agreement  
**Karen O'Connor**  
karenocorconsulting

**Coaching:** "partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential" International Coaching Federation

**This is an agreement for Karen O'Connor** of karenocorconsulting, to provide coaching services to

Name of client attending:  
Of  
Company (where appropriate)

Number of Sessions:

Coaching Fees;

Payment: By bank transfer please see invoice:

Meetings will be by zoom

**What you can expect from me:**

- Setting the location and diary for coaching sessions and respect for agreed timescales.
- Clear establishment of a Coaching Partnership - how we work together on your agenda.
- Respect for your agenda and goals, with support and challenge in a safe environment.
- Respect for the boundaries of the Coaching Partnership.
- A variety of creative tools.
- **Insurance:** My Coaching is covered by professional liability Insurance
- **Code of conduct:** Boundaries, **confidentiality** (including data confidentiality), trust and professional standards are vital to a safe coaching relationship. I adhere to the International Coaching Federation and the Academy of Executive Coaching Codes of conduct. You can find and download them here on my website.  
<https://karenocorconsulting.com/executive-coaching>

**What I can expect from you:**

- Respect for agreed timetables and payment terms.
- Respect for the Coaching Partnership and its boundaries.
- Active participation in the design of the Coaching Partnership and setting session goals.
- Honesty
- Communication

**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.

**Expenses:** Any incurred expenses will be agreed in advance by both parties and charged at cost.

**Data:** *Data is confidential.* Client 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. If client is asked and agrees to sessions being recorded for supervision and learning: they can request an audio copy. Coach agrees to destroy all digital data after learning review. Sessions may be recorded with client's permission for submission in audio form and transcript for accreditation or mentoring review.

**Termination of Agreement.** Either party may terminate this Agreement at any time upon 30 days acknowledged emailed notice to the other party.

Signed (Coach) Karen O'Connor..... Date

Signed (Client) ..... Date.....