Coaching Agreement

This agreement is made between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Coach”) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Client”) on this \_\_\_\_ day of \_\_\_\_, 20\_\_. Both parties agree to the following:

Coaching is a collaborative process with an ongoing relationship between the Client and Coach. The coaching experience supports the Client in establishing new behaviors. The coaching relationship is strengths-based, forward-looking, and collaborative. The coaching agenda is developed and implemented in partnership between the Client and Coach. The role of the Coach is to help the Client progress toward achieving a goal.

* The Client and Coach agree to engage fully in the coaching experience.
* The Client recognizes that coaching is not therapy, counseling, or consulting.

**Confidentiality**

The Coach agrees to keep all conversations and information with the Client private and confidential, as allowable by law.

No personal information will be shared with anyone without the Client’s express permission. Exceptions may be made if there is an imminent threat of serious injury to oneself or someone else.

**Coaching Commitment**

By entering into this relationship, the Client and Coach acknowledge that the Client desires to make a change or some type of improvement in his or her life. Change often takes time to implement and sustain. The pace of change is uncertain and varies amongst individuals. As such, the Client and Coach agree to a minimum of a 6-month relationship. Client and Coach will meet at least one time a month during the coaching relationship but if the client prefers they can meet bi-weekly.

**Coaching Session Procedures**

Coaching sessions may occur in person, by phone, through video conference, or over email, depending on the venue that works best for the Client.

The Coach and Client agree to adhere to established appointment times.

* The Coach and Client agree to begin and finish all appointments on time. If the Client is more than 15 minutes late to an appointment, the Coach will assume that the appointment is canceled. If the Coach is more than 15 minutes late to an appointment, the Client may assume that the session is canceled.
* The Client agrees to cancel or reschedule an appointment at least 24 hours in advance. The coach also agrees that canceling or rescheduling an appointment will be done at least 24 hours in advance.

**Coaching Fees and Termination Coaching**

The cost for this service is between $140 and $340 per session depending on the Client’s leadership role. The coach requests a 6-month commitment from the Client with at least one session a month. If the Client desires to terminate the relationship prior to 6 months, at least 30 days advance notice is requested. If the cost would prohibit you getting coaching, please inquire about discounts.

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Coach Date

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Client Date