Coaching Agreement

My job as a coach is to help you identify and refine your goals, eliminate the barriers that stand in your way, and help you take the action to make those outcomes your realities. I’ll be keeping an eye on both your long-term “meta-goals” as well as the weekly and monthly steps that will help you get what you want.

**Your Contact Info**

Name       E-mail address       Today’s date

Best phone number to reach you

Best mailing address       City       Zip

Write a little bit about what you hope to accomplish in coaching. This can include scope, expectations of yourself and of me, and how we will evaluate our work. We’ll use in our first few sessions to explore your hunches together.

Who are a couple of people in your life who track with you (friends, family, colleagues, leaders, sponsors)?

**As we begin, I ask that you let them know about your best hopes for development as you work with a coach. Along the way I may ask you to invite their feedback (and encouragement) on what they see in your experiments, changes and even improvements.**

**FYI**

I’m in the process of furthering my training as a professional coach. And becoming certified by the International Coach Federation (ICF) requires that I accumulate hours of supervised practice. Because of this, I’ll be asking for your feedback as we work together. I will also be in consultation with my mentor coach and training colleagues about my work with you. As I do so, I will hold all of your personal and contact information in confidence.

Once we’ve committed to work together, I’ve found that the people who get the best traction and results are the ones who dig in solidly with me for around 4 sessions, meeting every-other week. Then we evaluate. So that’s what I ask for as we start our work together.

**Costs**

My fee is $150 per session, with a 10% discount if 3 or more sessions are paid upfront. I include in my fee email communication between sessions as well.

**GUARANTEES**

In our work together, you can count on me to be professional, genuine and present as I work with you to make changes. I can’t promise anything about the results you will obtain. Your outcomes will depend on many things.

**CANCELLATIONS**

Please send cancellation notice by email or by calling and leaving a voicemail if needed at least 24 hours in advance. If you don’t show up for a scheduled time, I’ll call you. (We can always meet by phone if necessary.) And if I fail to show up for one of our meetings, the next one’s on me. I exclude late cancellations due to illness, family emergencies or ice/snow conditions from this policy.

**CONFIDENTIALITY AND NON-DISCLOSURE**

As your coach, I will do all in my power to keep confidential all communications between you and me. Communication by e-mail and cell phones may not be secure. By signing below, you acknowledge and agree that the use of electronic communication is acceptable. I conduct some sessions in groups, including teleconference groups. If you decide to participate, I ask that you agree to maintain the confidentiality of all information communicated to you by other members of the group or team. Bottom line, I will be rigorous about [The International Coach Federation Code of Ethics.](http://coachfederation.org/about/ethics.aspx?ItemNumber=854" \t "_blank)

**SOME IMPORTANT SMALL PRINT**

While there are some similarities between coaching and psychotherapy, psychotherapy is a health care service and is often reimbursable through health insurance policies. This is not true for coaching. Both coaching and psychotherapy utilize knowledge of human behavior, motivation and behavioral change and interactive counseling techniques, but the focus of coaching is the development and implementation of strategies that will help people to reach their identified goals of enhanced performance and personal satisfaction. The relationship between the Coach and Coachee is specifically designed to avoid the power differentials that occur in the psychotherapy relationship. As your coach, I will be both direct and challenging.

**RESOLVING DIFFERENCES**

I want you to be really satisfied with our work together. If, at any time, you feel that your needs are not being addressed, or you are not getting what you want out of our work together, I’ll trust you to tell me so we can problem-solve. We will discuss your needs and concerns, make appropriate adjustments, and continue to work on the goals you define unless you are ready to stop, which we will do whenever you ask. If you cancel and I don’t hear from you within two weeks, I’ll assume our agreement has concluded.

* Please check here if you would be willing to be contacted as the ICF verifies my time spent coaching with you (they will not ask you anything about the content or outcome of our sessions).

**SIGN HERE**

The Coachee       Date

The Coach

Please make a copy of this signed agreement for yourself and email one to me--or simply bring one to our first session.