

Executive Coaching Agreement

Limited spaces available | Contact us for availability

Thank you for your interest in our professional and leadership development programs. We look forward to helping you achieve your personal and professional goals and co-designing your personalized coaching alliance. The following information provides a springboard to help us decide how to work together during a coaching relationship.

LEADERSHIP TRANSFORMATION COACHING – (Typically 6 or 12 months)

This coaching program includes the following resources:

- **Initial 60-minute call** to explore and design our coaching alliance.
- **Self-paced Online Courses** VIP access to our library of online courses, online assessments, podcasts, publications, and community forums. Additional resources may be provided (e.g. articles, templates for productivity).
- **Twelve (12) virtual coaching sessions** of 60-90 minutes each via phone or video conference, as scheduled in advance. In-person sessions may be arranged in advance for specific situations. (24 sessions for 12-month coaching engagements).
- **Customized** coaching focuses on your personal and professional goals, preferences, and learning style.
- **Coaching sessions:** Two aspects of our coaching will be the exploration and the execution. Exploration includes strategies and tactics for identifying, choosing, and fine-tuning the core beliefs and habits that drive you. Execution involves developing and activating the steps you will take toward achieving your highest goals, whether they be related to your personal, professional, or business success. Having a clear Coaching Agreement establishes a foundation for our work together.

Benefits include:

- Professional coaching with a trained and credentialed coach, who is a recognized thought leader in professional leadership development and coaching.
- Thought partnership in addressing complex leadership challenges.
- Support with leadership skill development.

COACHING EXPECTATIONS

Coaching services are in no way to be construed as, or a replacement for, psychotherapy, legal counsel, or medical advice. If for some reason you find yourself in need of such services, we will gladly refer you to appropriately trained and licensed professionals. You are responsible for creating your own decisions and results. You agree not to hold me, or any company we are affiliated with, liable for any outcomes resulting directly or indirectly from the coaching process.

As your coach, you can expect me to:

1. Be a partner in bringing out the best, the deepest, and the truest in you.
2. Provide safety, encouragement, and support – an environment in which you can relax and explore.
3. Respect the confidentiality of the agreements we make.
4. Expand your view of what is possible and promote the discovery of new insights.
5. Give you input and straight feedback and operate as a sounding board.
6. Listen carefully to what you say and ask questions that increase awareness.
7. Be an ongoing resource for you in accomplishing your intentions.

As my client, I expect that you will:

1. Cultivate a core honesty with yourself.
2. Commit yourself to intentions that are truly meaningful and significant to you.
3. Be open to my feedback and keep me honestly informed as to what is and is not working for you.
4. Take ownership of your progress and your accomplishments.
5. Take financial responsibility for your coaching time. If you are unable to give 24 hours notice for a missed appointment, you may be charged a cancellation fee.

My philosophy is that you have the capacity and the inner resources to approach your current situation in a way that transforms your ability to have more of what you want and with considerably less effort.

THE OPTIMAL COACHING EXPERIENCE

Our coaching system typically includes a total of **12-24 coaching sessions**, to be scheduled in advance. These conversations are 60 to 90 minutes in duration and may be recorded for quality assurance purposes only (with your permission, of course). In between regularly appointed coaching sessions, we recommend you write a reflection journal to document, enhance and anchor the benefits of your coaching. You may use the online learning platform or a written journal, depending on your preference.

Please connect to the conference link or phone number at the appointed time for each call, unless other arrangements have been made in advance. On occasion, you may have an urgent question, request for feedback or want a confidential response to some situation where you don't want to wait for your next call. This is a "just in time coaching," where you can use email to get a timely response. In an emergency, you may call me directly.

If, at the end of our scheduled sessions together, you would like to extend our coaching relationship, you will have the opportunity to explore doing so at that time without any obligation or expectation. This is normally to address new goals that may have emerged for you during our coaching engagement.

Please let us know what else, if anything, we need to discuss about commencing our coaching relationship. We look forward to working with you!