

# Coaching Agreement

**PLEASE NOTE:** This agreement outlines policies, procedures, and fees. If you have any questions, please email me immediately. It is my intention to help you reach your goals and achieve greater personal and professional success through coaching.

## 1. Definitions

**Client's Name:** \_\_\_\_\_ ("You") **Coach's Name:** \_\_\_\_\_ (the "Coach")

**Address:** \_\_\_\_\_  
\_\_\_\_\_

## 2. The Coaching Relationship

A coaching relationship can be a powerful experience that involves the development of new possibilities, new levels of achievement, and personal growth. The relationship between the coach and the client is founded upon mutual trust and respect. The focus of the coaching relationship is the client's well-being.

Fundamental to a successful coaching experience is learning. The coach supports the client in reaching the client's desired outcome. The coach supports the client in setting priorities; establishing goals; identifying resources; brainstorming; creating action plans; asking clarifying questions; providing models, examples, and in-the-moment skills training; exploring new ways to view situations and individuals; and in developing new approaches, plans, strategies, and actions. At times, the learning may be challenging. There may be times when the learning involves new discoveries about the way an individual's own actions play a part in situations the individual wishes to change. This type of self-discovery can, at times, be uncomfortable.

The "Coach" regards all coaching conversations as confidential and will not voluntarily divulge information about a coaching relationship without the written or verbal permission of the client. The "Coach" follows the International Coach Federation (ICF) and the Board-Certified Coach (BCC) Code of Ethics.

## 3. Coaching Disclaimers

All coaching services and communication, email or otherwise, delivered by the "Coach" are meant to help you identify the areas in your life and in your thinking that may be standing in your way.

This agreement is for coaching, not for psychotherapy or counselling. While coaching can work with issues such as identifying and reaching life goals and changing behaviors that aren't working well for you, coaching cannot deal with issues such as depression and anxiety, nor is the "Coach" qualified to give legal or financial advice. For issues such as those, you must see a physician or licensed mental health, legal, or financial professional. The "Coach" will not diagnose or treat any medical or psychological conditions. By signing this agreement, you are acknowledging that you understand the differences between these functions and, if necessary, you will seek appropriate professional help. In the event of a medical emergency or an emergency involving a threat to your safety or the safety of others, please call 911 or the appropriate emergency service to request assistance. The "Coach" is not licensed to handle such matters.

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I understand and agree that I am fully responsible for my well-being during my coaching sessions and, subsequently, for my choices and decisions. I understand that coaching is not a substitute for counselling, psychoanalysis, mental health care, or substance abuse treatment, and I will not use it in place of any form of therapy.

I understand that all comments and ideas offered by the “Coach” are solely for the purpose of aiding me in achieving my defined goals. I have the ability to give my informed consent, and I hereby give such consent to the “Coach” to assist me in achieving my goals. I understand that to the extent our work together involves individual, career, or business development, the “Coach” does not promise outcomes including but not limited to increased clientele, profitability, or business success.

Please free to ask questions at any time about the “Coach’s” background, experience, and professional orientation.

## 4. Coaching Appointment Scheduling and Fee Structure

To cancel or reschedule an appointment, you are expected to notify the “Coach” at least twenty-four hours in advance of your appointment. If you do not provide at least twenty-four hours’ advance notice, you are responsible for payment for the missed session.

Sessions will be held over the phone or via the internet (video conferencing). New client one-on-one coaching sessions are scheduled for 90 to 120 minutes. During the initial session, the “Coach” will provide an overview of what coaching is, what it is not, and how it differs from other developmental approaches and methods. The “Coach” will go over ethics and confidentiality expectations and other administrative protocols. Your “Coach” wants to learn more about you, your goals, and about what brings you to coaching. You will receive thirty to forty minutes of actual coaching during your first coaching intake session to give you experiential knowledge of coaching and how it works. At the end of the session, the “Coach” will provide you, the client, with an opportunity to ask questions, and you will decide whether you want to continue with future sessions. If you choose to continue the coaching journey, the “Coach” will go over the next steps, logistics, and costs and will schedule meeting dates.

Throughout our coaching relationship, the “Coach” will engage in direct and personal conversations with the client, which will include asking explicit questions and making requests. The purpose of these interactions is to remind the client of the client’s own intentions and help the client realize them. For our coaching relationship to achieve the maximum result, the “Coach” asks that the client agree to the following:

1. I agree to be on time to all appointments. If I will be late, I will notify the “Coach” in advance. If I will miss an appointment, I will notify the “Coach” at least twenty-four hours in advance. Appointments missed without twenty-four hours’ notice will be rescheduled only at the “Coach’s” discretion.
2. I understand that the purpose of my sessions with my coach is to assist me in goals related to my own personal development. I take personal responsibility for the results of my coaching experience. I understand that if the coaching is not working as I desire, I will communicate that and take action to return the power of the relationship to me.
3. I agree to be honest and participate fully. I understand that my commitment is essential to my success. I recognize that our sessions are a safe place to examine what I really want, and what it will take to make it happen.
3. I will make a commitment to the action plans I create and do what I have agreed to do.
4. I understand that my coach is not a trained psychotherapist and will *not* be acting in the role of a counselor, hypnotherapist, or psychotherapist during our coaching sessions. I further understand that coaching does not take the place of psychotherapy or any other professional advice for psychological, legal, financial, medical, or any other matters normally handled by other professionals.

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- 5. I understand that my coach will honor my confidentiality unless required by law to disclose information about me.
- 6. I give my coach permission to be honest, direct, supportive, and to challenge me.
- 7. I understand and agree that I am fully responsible for my well-being, including my choices and decisions. I understand that I am always free to reject any advice, suggestions, or requests made by my coach at any time.

**Fees:** Initial session: \$25.00 per 30-minutes (average initial session is usually between 90 and 120 minutes).

**Cost for future sessions:** \$35.00 for 30-minute sessions. \$65.00 for 1-hour sessions.

**Schedule:** Future session dates will be agreed upon monthly and booked in advance after the initial session.

I have read both pages, and I confirm my understanding of this agreement and agree to the terms by signing below:

**Client:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The "Coach":** \_\_\_\_\_ **Date:** \_\_\_\_\_