

Coaching Agreement

This agreement describes the commitments and process for the coaching engagement between the Coach and the Client.

1. **Duration:** Coaching will begin on _____ and will continue for approximately 60 minutes per session. The duration of this engagement is _____. Upon completion of the agreed-upon coaching period, both the client and coach will re-evaluate the relationship to see if it should terminate or be extended.
2. **Coaching Meetings:** We will pre-schedule meetings and will meet in person, by telephone or through video meetings on a weekly or bi-weekly basis, depending on Client's needs and other life demands. Coaching meetings may be supplemented by phone calls and emails. **Coaching Process:** Coaching is direct, supportive communication with the Client that facilitates Client self-awareness, understanding, change, and personal and professional growth and effectiveness. Coaching is not advice, therapy or counseling. The coaching process includes coaching conversations, self-observation exercises, practices and assignments that Coach and Client will customize to meet the Client's needs.
3. **Confidentiality:** The communications between Coach and Client will be kept confidential by the Coach. Client agrees to allow Coach to submit Client contact information to the International Coach Federation for accreditation purposes only.
4. **Coaching Commitments:** Coach commits to work with the Client on a timely basis to identify goals, insights, and exercises designed to support achievement of Client's goals. Client commits to being actively engaged in the process, attend sessions and complete engagements in a timely manner and to communicate concerns and needs for coaching as needed. Client understands that they are ultimately responsible for their growth and outcomes.
5. **Progress Toward Goals:** Client and Coach will check-in periodically to assess progress made toward Client's desired goals.
6. **Cancellations:** Client and Coach agree that it is important to maintain a consistent contact during this engagement for the development process to be effective. If it is necessary to cancel a session, Client agrees to give 24 hours notice to Coach and to work to re-schedule the session on a timely basis. Coach reserves the right to retain the fee for a session cancelled with less than 24 hours' notice.
7. **Coaching Fee:** The coaching fee for each session is _____ per session unless the Client has purchased a coaching package. Payment for each session shall be made by check or PayPal account before or at the time of each session.

Our signatures on this agreement indicate that we understand and agree with the information outlined above.

Client _____ Date _____

Coach _____ Date _____