This Agreement is entered into by and between: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Coach”) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Client”), commencing November 11, 2022.

# Coaching: Defined

Coaching is dialogue (defined as an alliance, not a legal business partnership) between the Coach and the Client. It is a thought-provoking and creative process that inspires the client to maximize his/her professional potential. It is meant to facilitate the creation/development of professional or business goals and to develop and carry out a strategy/plan for achieving those goals.

# Scope

With this agreement, the Coach agrees to provide coaching services for Client focusing on the following topics/results/outcomes/goals:

|  |
| --- |
| 1. |
| 2. |
| 3. |

The location of the coaching sessions will be determined by Coach and Client, at a mutually agreed upon time. Due to COVID-19 restrictions, the preferred method is audio/video/virtual. The Coach will initiate all scheduled calls and provide any necessary electronic communications. Initial consultation rate is $250/hr. The fee schedule thereafter will be discussed during visit and enforced in a subsequent agreement.

# My responsibilities to you, as your Coach:

* My commitment is to strengthen your development, be that personal or professional.
* I will fully prepare for each meeting to ensure that your time is well spent.
* I will be accessible and supportive as your Coach, including between meetings (as needed).
* I will be open, honest, constructive, professional, and respectful at all times.
* During coaching sessions, I will be thoroughly present, with no external distractions.
* I will receive your advice about how to bring more value to your coaching experience.

# Your responsibilities:

* You agree to embrace our findings and commit to achieving each goal set forth.
* You are open to receiving coaching, including willingness to undergo changes.
* You will attend each coaching session as an active participant and on time.
* If you need to reschedule a coaching session, you will do so with at least 48-hour notice.

**Your responsibilities (continued)**:

* During coaching sessions, you will be present, with no external distractions.
* You will complete any assignments that you agree to do, as scheduled.
* You will be open and honest during the sessions, which includes feedback to me about your experience.

**Confidentiality**

A successful coaching relationship is built on discretion and vulnerability. As such, all communications between the Coach and Client are **strictly confidential**. Coaching session communications **shall not** be shared outside of the coaching relationship. The only exceptions are if you indicate that you wish to, intend to, or you are in the act of doing harm to yourself or others, or doing anything illegal. Any agreed upon recordings will be made available to you upon completion.

# Release of Information

Coaches are periodically subject to training or continuing education for the International Coach Federation (ICF) and other industry credentials. The process generally requires the names and contact information of all Clients be retained for possible verification by ICF. You agree to have only your name, contact information, start, and end dates of coaching sessions shared with these staff members and/or other parties involved in this process, for the sole and necessary purpose of verifying our coaching relationship. ***No generated notes or recordings will be shared***.

**Release of Liability**

By signing this agreement, you have accepted all the conditions above. Further, you recognize that you are solely responsible for monitoring your own physical and mental health, and emotional well-being, including decisions, choices, actions, and results arising out of or resulting from the coaching relationship. Client understands that coaching is not therapy, does not substitute for therapy (if needed), and does not prevent, cure, or treat any mental disorder or medical disease. As such, the Client agrees that the Coach is not and will not be liable or responsible for any actions or inaction, or for any direct or indirect result of any services provided by the Coach.

# Signed by:

Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Print

Client: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Print