

SAMPLE COACHING AGREEMENT

Date

Re: Agreement for Coaching Services

Between Client _____ and coach _____.

OVERVIEW OF COACHING RELATIONSHIP & TERMS OF AGREEMENT

Coaching

Coaching has been demonstrated to have very powerful results when three factors are present:

- A strong desire to develop potential
- A gap where the client is presently and the level he/she wants to achieve, and
- A willingness to take action to achieve results desired

With these elements present, Client can work to improve his/her results, increase interpersonal effectiveness, get a project jump started, make a course correction, make a vocational change, or create a more satisfying and successful work and personal life.

Nature of the Relationship

- The service provided to Client by Coach is in person and tele-coaching in the areas of professional leadership and improved results.
- Coaching is not advice, therapy, or counseling. It is a relationship of equals where accountability for moving forward lies with Client and responsibility for providing the insightful and challenging coaching to support that happening lies with the coach.
- I will interact with Client by asking tough questions, fostering discovery, giving feedback, pointing out blind spots, having a respectful “edge” to him/her out of his/her comfort zone into stretch and development areas.
- I will ask Client to keep me informed as to what is needed to keep her/him moving forward in our coaching process. If at any time he/she believes the coaching service I provide are not meeting his/her expectations, I request he/she take the initiative to let me know right away. Together we will review the coaching process and make adjustments as necessary to further progress on their goals.
- Client is responsible for making his/her own decisions and creating the desired results. I am not responsible for any actions taken or results created from our coaching, although I

am looking forward to many success and accomplishments. I will do everything possible using my experience, skill and support to assist him/her in reaching his/her goals.

Confidentiality

- I promise Client all information shared with me will be kept strictly confidential. I will not discuss anything regarding his/her coaching with anyone else within or outside the organization without his/her expressed permission. Our mutual trust of each other is paramount in this relationship. Client is free to discuss our coaching sessions, as he/she deems appropriate.
- I recognize Client and his/her organization may have future plans, business relationships and proprietary information. I will not at any time, directly or indirectly, use any such information for my own benefit.
- I will not use Client as a reference with first obtaining verbal or written consent.
- When coaching is at its finest, intellectual property is generated both ways. I request Client protect my intellectual property rights and I will return the same consideration.

Duration

- This coaching contract is for 6-12 months. At the end of that period, we will evaluate the progress of Client toward his/her goals. If both parties determine to continue the coaching services, I am available to continue coaching for another 6 months for agreed upon monthly retainer.

Scheduling

- Coaching sessions are scheduled in advance (preferably a week or more in advance).
- If Client needs to reschedule, 24 hours notice is requested.

Services Provided

- In one to three hour initial in-person session we will:
 - Overview coaching and how it works
 - Review our Coaching Agreement and discuss how we will work together
 - Discuss coaching goals Client wants to work on
 - Agree on the method by which we will measure results of the coaching
 - Discuss with Client how he/she is best coached for maximum effectiveness.

Delivery of Coaching Services

Our coaching sessions will be in person or by telephone. Coaching includes unlimited email and brief phone contact between sessions as needed for the duration of the coaching contract.

Client will pay for these services the 1st day of each month.

Either party may cancel this agreement; termination must be in writing, with 30 days notice.

For information on the International Coach Federation standards and practices for coaching, please go to <http://www.coachfederation.org> .

Investment

My retainer will be \$ for months of coaching services. Client will pay for these services at the rate of \$ per month (due the first day of each month).

Client will be billed on a monthly basis. Payment is due the 1st day of each month. All balances remaining unpaid beyond 30 days shall be subject to a monthly finance charge of 1.5%. If for any reason _____Associates shall employ a collection agency or resort to the courts collect any fees or obligations owed by Client, then Client agree to pay _____ Associates all costs of collection, including a reasonable Attorney’s fee.

Expenses and Materials

Client will pay for the following (if necessary)

- Assessment tools & materials
- Mileage

Coach’s name	Date
Address	
Phone Number	
Email	

Client’s Signature	Date
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