**Your Business Name and Logo**

**Coaching Agreement**

This agreement is intended to outline the terms of our coaching partnership.

We will complete\_\_months of coaching together to be divided into ( ) individual sessions of ( ) minutes each. The fee for our sessions will be $\_\_/month payable on the first of each month. Payments may be made from the following payment options ( ). Coaching is a partnership (defined as an alliance, not a legal business partnership) between the Coach and the Client in a thought-provoking and creative process that inspires the client to maximize personal and professional potential. It is designed to facilitate the creation/development of personal, professional or business goals and to develop and carry out a strategy/plan for achieving those goals.

**1) Coach-Client Relationship**

*a.* Coach agrees to maintain the ethics and standards of behavior established by the International Coach Federation “(ICF)” (Coachfederation.org/ethics). It is recommended that the Client review the ICF Code of Ethics and the applicable standards of behavior.

*b.* The client is solely responsible for creating and implementing his/her own physical, mental and emotional well-being, decisions, choices, actions and results arising out of or resulting from the coaching relationship and his/her coaching calls and interactions with the Coach. 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. Client understands coaching is not therapy and does not substitute for therapy if needed, and does not prevent, cure, or treat any mental disorder or medical disease.

*c.* Client further acknowledges that he/she may terminate or discontinue the coaching relationship at any time.

*d.* Client acknowledges that coaching is a comprehensive process that may involve different areas of his or her life, including work, finances, health, relationships, education and recreation. The Client agrees that deciding how to handle these issues, incorporate coaching principles into those areas and implementing choices is exclusively the Client’s responsibility.

*e.* Client acknowledges that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association and that coaching is not to be used as a substitute for counseling, psychotherapy, psychoanalysis, mental health care, substance abuse treatment, or other professional advice by legal, medical or other qualified professionals and that it is the Client’s exclusive responsibility to seek such independent professional guidance as needed. If Client is currently under the care of a mental health professional, it is recommended that the Client promptly inform the mental health care provider of the nature and extent of the coaching relationship agreed upon by the Client and the Coach.

*f.* The Client understands that in order to enhance the coaching relationship, the Client agrees to communicate honestly, be open to feedback and assistance and create the time and energy to participate fully in the program.

**2) Procedure**

Coaching sessions will be conducted by phone, video-conferencing or in-person and our partnership will be designed by the two of us. Coaching can include mentoring and is not counseling or therapy. It may cover specific projects, career goals, life harmony and any other personal or career goals you wish to address. The coaching process may include various assessments, clarification of values, goal setting, brainstorming and perspective work. I will be asking questions and making requests.

**3) Confidentiality**

I promise that all information you share will be kept strictly confidential. As the client, your willingness to disclose personal information and be truthful in order to accomplish your objectives will be treated with the utmost respect. However, please be aware that the Coach-Client relationship is not considered a legally confidential relationship (like the medical and legal professions) and thus communications are not subject to the protection of any legally recognized privilege. The Coach agrees not to disclose any information pertaining to the Client without the Client’s written consent. The Coach will not disclose the Client’s name as a reference without the Client’s consent.

Confidential Information does not include information that: *(a)* was in the Coach’s possession prior to its being furnished by the Client; *(b)* is generally known to the public or in the Client’s industry; *(c)* is obtained by the Coach from a third party, without breach of any obligation to the Client; *(d)* is independently developed by the Coach without use of or reference to the Client’s confidential information; or *(e)* the Coach is required by statute, lawfully issued subpoena, or by court order to disclose; *(f)* is disclosed to the Coach and as a result of such disclosure the Coach reasonably believes there to be an imminent or likely risk of danger or harm to the Client or others; and *(g)* involves illegal activity. The Client also acknowledges his or her continuing obligation to raise any confidentiality questions or concerns with the Coach in a timely manner.

**4) Release of Information**

The Coach engages in training and continuing education pursuing and/or maintaining ICF (International Coach Federation) Credentials. That process may require if audited the names and contact information of all Clients for possible verification by ICF. By signing this agreement, you agree to have only your name, contact information and start and end dates of coaching shared with ICF staff members and/or other parties involved in this process for the sole and necessary purpose of verifying the coaching relationship, no personal notes will be shared.

Client Agrees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Client Refuses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Throughout the coaching relationship, you may expect me to be honest, straightforward and clear. The purpose of the coaching interaction is to hold your focus on your desired outcomes and to help you gain clarity and remain in action. Only you can grant the power of the coaching relationship. Should you see that the coaching is not working as you wish; you will communicate with me and take action to return the power to the relationship.

**5) Tardiness and Cancellations**

If you need to reschedule your call or appointment, please give me at least a ( ) hour notice. All makeup calls/sessions must be completed within the current month. If you are on vacation, we will spend more time before you leave or after your return to ensure that we meet our commitment.

If you have an emergency, we will work around it. If you must cancel a call, we will do our best to make it up to meet our commitment.

Cancellation must be in writing (letter or e-mail). In the event of fees owed at the time of cancellation, full payment is due.

Our signatures on this agreement indicate a full understanding and agreement with the terms outlined and a commitment to regard our appointment time frames with respect and keep one another informed as to what is needed to keep moving forward.

**CLIENT HAS READ AND AGREES TO THE ABOVE:**

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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