**Coaching Agreement**

CLIENT RESPONSIBILITIES

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to the following:

\* I will be on time for our sessions.

I will inform my coach of scheduling conflicts more than 24 hours in advance of our session or I’ll forfeit my coaching time (and pay the associated fee for coaching).

\* I will be present with the coach and free from distraction during our sessions.

\* I will be prepared for each coaching session with an agenda of what I want to discuss for coaching purposes.

\* I will make sure my coach has all the information needed for coaching.

\* I will maintain high expectations for myself, and my coach.

\* I give my coach permission to be direct and bold with me.

\* I am responsible for my own learning and take-always.

\* I will provide my coach with honest feedback on what is working and what is not working.

I accept full responsibility for myself, and my actions, resulting from the process of coaching.  I understand that during the coaching process I will be doing most of the work, not my coach. I agree to not take legal action against Elaine McDaniel.

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COACH RESPONSIBILITIES

\* I will be on time and prepared for our sessions.

\* I will be present and free from distractions for our sessions.

\* I will hold what you tell me in confidence and abide by HIPPA as well as International Coach Federation Code of Ethics.

\* I will respect and maintain your confidentiality.

\* I agree to serve as your coach, in partnership, to assist you in achieving your personal goals. My focus is on you as a person, not on any roles or labels that may define parts of you.

\* I will accept you fully and meet you where you are.

\* I will support you in changes and new perspectives by co-creating new perspectives.

\* I agree to share with you what I see and sense with your life situations and offer objective & non-judgmental feedback to help you gain clarity.

\* I will support your learning and forward progress.

\* I will focus on your highest agenda and the positive aspects of your life.

\* I am not trained as a psychotherapist, so will refrain from offering any advice. If an issue comes up for you that would be better handled by a professional, I will be happy to make a referral.

\* Expect me to challenge you at times and invite you to see a different perspective.

If issues arise that go beyond the scope of my coaching expertise, I will recommend resources as necessary as your situation requires.

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This agreement, between coach Elaine McDaniel and the above-named client, will begin on \_\_\_\_\_\_\_\_\_\_\_\_ and will continue for a minimum of three months. The fee for the initial meeting is $\_\_\_\_\_\_\_, and the fee for the initial three months is $\_\_\_\_\_\_\_ per month, payable in advance each month.

The services to be provided by the coach to the client are coaching or tele-coaching, as designed jointly with the client. Coaching, which is not advice, therapy, or counseling, may address specific personal projects, business successes, or general conditions in the client’s life or profession.

Upon completion of the three months, coaching will convert to a month-to-month basis. The client and coach agree to provide each other with fourteen-day notice in the event either wish to cancel further services. It should be noted that the monthly fee is calculated based on an average of four weeks per month.

The coach promises the client that all information provided to the coach will be kept strictly confidential.

Throughout the working relationship, the coach will engage in direct and personal conversations. The client can count on the coach to be honest and straightforward in asking questions and making requests. The client understands the power of the coaching relationship can be granted only by the client, and the client agrees to do just that: have the coaching relationship be powerful. If the client believes the coaching is not working as desired, the client will communicate that belief and take action to return the power to the coaching relationship.

Our signatures on this agreement indicate full understanding of and agreement with the information outlined above.

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