**Coaching Agreement**

This agreement is made between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Coach”), and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Client”). Both parties agree to the following:

***COMMITMENT:***

Coaching is an ongoing relationship between a coach and a client. The opportunity for success for the coaching client dramatically increases because changing habits and creating possibilities is a process.

Coaching is a structure that facilitates the process of personal and/or professional development. The Client and Coach agree that the coaching relationship will be designed together. Coaching is for individuals who are emotionally and psychologically healthy and who want to make changes and move forward in their lives.

Coaching is not therapy. The Coach is not a psychotherapist, has no such training, and will not engage in therapeutic counseling with any coaching clients. If issues arise that are best dealt with in a therapeutic context, the Coach will refer the Client to trained professionals and licensed therapists.

By entering this relationship, the Coach and Client acknowledge that the Client wants to make significant progress and change in his/her life. Because progress and change happen at rates that are unique to each individual, the Coach and Client commit to working with each other for an initial three‐month period. This time frame allows the coaching relationship to develop and progress through objectives, obstacles, and successes that are expected to occur.

***COACHING SESSION PROCEDURES:***

Coaching sessions may be conducted by telephone or in person. The Coach agrees to call at the scheduled appointment time at an agreed upon number. The Coach and Client commit to start and finish each session on time. If either the Client or Coach is more than 10 minutes late for a coaching session, the parties will assume the session is cancelled.

The coaching session will be used to clarify issues or challenges, apply tools and agree on actions. The Coach will hold the Client accountable. The Client should come to the first session with a goal or challenge in mind to focus the initial consultation.

In between coaching sessions, the Client will be expected to complete agreed upon actions aimed at making progress toward their goal. The Client may email the Coach for follow-up reporting, clarifying questions or a quick consultation.

Rescheduling a coaching session may be done with appropriate notice. Please allow for at least 24-hour notice to appointment changes.

The Client and Coach will discuss the schedule for coaching sessions during the initial consultation. Typically coaching is offered in one-hour or half-hour sessions over a several months. More frequent sessions of shorter duration are also available.

***CONFIDENTIALITY***

The coaching relationship is built on trust. The Coach agrees to keep all conversations and information with the Client private and confidential. No personal ideas, information, or thoughts expressed during coaching sessions will be shared with anyone except with the permission of the Client. The information shared with the Coach will remain confidential unless the Client gives specific permission to release the information or the Coach is required to release the information by law.

***FEES - TBD***

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**Client Date**

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**Coach Date**