



Client-Coach Agreement

1. This agreement between the coach and the above named coachee will begin on _____ and will continue for a minimum of _____ months.
2. The fees for this time period are:
 - a. One-time fee of _____ payable at the time of the Discovery session.
 - b. The monthly fee of _____ payable on the 1st of every month.

Note: The first month's fee is payable at the time of the Discovery session.

3. The service provided to the coachee is coaching, as designed jointly with the Coach/Coachee. Coaching is not psychotherapy. Coaching is an interactive process that helps individuals and organizations achieve their goals more quickly because of the coaching partnership. Coachees partner with their coach to create positive change in their careers, life transitions, small businesses, executive leadership roles and personal and professional relationships. Working with a coach allows coachees to set goals, take action, make informed choices, receive support, and gain accountability to sustain results.
4. The time agreement is:

An initial Discovery session of _____(time)
_____sessions each month of _____(time)
5. If, at any time when the Coachee and Coach choose to discontinue further services, Coachee and Coach will endeavor to provide one another with a 1-month notice.
6. While it is the intention of the Coach to maintain the confidential nature of the Coach/Coachee relationship, the Coachee acknowledges that the law does not recognize that relationship for legal purposes, and that information shared with the Coach may be divulged in a court of law.
7. One of the main purposes of coaching is to focus the Coachee on positive change and to coach the coachee to realize those changes. The coachee can count on the Coach to be honest and straightforward.

8. To begin our coaching relationship, the Coachee is asked to initial the following requests:

____ a. Please make all appointments/calls on time. If you must be late, please call ahead of time.

____ b. If you must change an appointment, please give me 24-hour notice. If less than a 24-hour notice is given, a makeup appointment will only be scheduled if feasible with my week's schedule. If you miss a scheduled appointment without giving 24-hour notice, you will be charged for it.

____ c. As your coach, it is helpful to be aware of past and present events, addictions, conditions, medications, and/or ways of thinking that may influence your life now (e.g. Are you in a 12-step program? Are you in therapy? Do you have a learning disability?).

Please use the space below to list pertinent information:

_____d. You give full permission for openness and honesty in coaching you.

_____e. Having coaching work for you is a shared responsibility. That means that your Coach holds and expands the options and possibilities while you do the work. Your work includes leading the session, asking for what you want, and letting your Coach know what is working and not working in the coaching relationship.

_____f. Your Coach will acknowledge you publicly as a Coachee only with written permission.

_____g. Your Coach will use you as a reference only with written permission.

_____h. Your Coach will quote you and/or use your name in promotional literature only with written permission. Our signatures on this agreement indicate full compliance with the requests and promises above, and complete understanding of the services to be provided.

Client_____

Certified Coach_____

Date_____

Date_____