



Coaching Agreement

I enthusiastically welcome this opportunity to walk with you for this time on your journey via this coaching partnership. This Agreement will provide an overview of what coaching is and what it is not, as well as important details. If you have any questions regarding this Agreement, please feel free to contact me for clarification (contact information below).

Partnership

This Agreement is entered into by and between Lædan Professional Services, LLC represented by the Coach:

and, the Client:

whereby the Coach agrees to provide Coaching Services for the Client.

This coaching partnership is defined as an alliance, not a legal business partnership, between the Coach and the Client.

The Coaching Process

What coaching is & what it is not

Coaching is a goal-oriented process that is focused on optimizing the achievement of results. It is a collaborative partnership. It is also a thought-provoking and creative process that inspires the Client to maximize their personal and professional potential and facilitates human excellence and flourishing.

The coaching process fosters insight, clarity, and focus so that the Client can more thoughtfully close the gap between where they are now and where they want to be. It helps the Client and Coach identify what the core issues are, the challenges being faced, and to set clear personal and/or professional goals.

It further helps the Client identify and develop strategies to carry out an action-plan for achieving those goals. It can also cultivate deepened learning and self-awareness, improved performance, enhanced quality of life, and self-actualization.

Coaching does not involve the diagnosis or treatment of mental health issues and 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. It is the Client's exclusive responsibility to seek such independent professional guidance as needed.

If the 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.



Roles & Responsibilities

At the heart of coaching is open, honest, and meaningful dialogue. With that in mind, it's important to know that for coaching to be successful, the Client must:

- a) Desire change;
- b) Be open and willing to be coached; and
- c) Be committed to take action, to create the time to fully participate in coaching, and to do the work required for change.

This Agreement is made with the presupposition that the above three requirements are and will remain in place for coaching services provided.

The 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 are exclusively the Client's responsibility.

In cases where an organization is funding coaching, a specified management representative, usually the Client's manager (i.e., the coaching Sponsor), may ask for input into the Client's coaching goals. Upon request by the Sponsor and before coaching sessions begin, a Coach-Client-Sponsor meeting may occur to discuss any input into coaching goals that the Sponsor may have. The Client agrees that the integration of those goals into the coaching process, any action-planning, and results or outcomes related to them are exclusively the Client's responsibility.

The relationship between Coach and Client is an important element of the process. Some topics the Client brings, questions posed by the Coach, and/or self-reflection may be challenging. Indeed, part of coaching is helping the Client stretch out of comfort zones and supportively challenge them with a view to facilitate forward movement. If the Coach says or does anything that concerns the Client or doesn't feel right, it is the responsibility of the Client to bring it to the Coach's attention.

The Coach is to listen, observe, ask questions, provide feedback and insight, brainstorm, occasionally offer tools and resources as part of a request (see next paragraph), and act as a thinking partner and sounding board.

The Coach may also make requests of the Client for action that will be aligned with the Client's coaching goals. The Client can accept, decline, or negotiate any request from the Coach.

The Coach agrees to maintain the ethics and standards of behavior established by the International Coach Federation (ICF). It is recommended that the Client review the ICF Code of Ethics and the applicable standards of behavior available online here: Coachfederation.org/ethics.

The Coach will help the Client find their own answers and solutions and the Client will create an action plan(s). As a result, it is agreed that any actions and/or outcomes of coaching sessions are entirely and solely the Client's responsibility. As the Client, your signature indicates your agreement to assume all responsibility; thereby, acknowledging that the Coach is not responsible in any way for any actions and/or outcomes resulting from the coaching sessions, or decisions that you make during or after any coaching session.



All sessions will be virtual, online meetings. A camera, microphone, and appropriate, private setting are required. Unless agreed upon beforehand, both parties are expected to have cameras on during the session.

Schedule, Fees, & Refunds

This coaching Agreement is valid as of:

This coaching Agreement is for _____, 60-minute coaching sessions at a cost of _____ per session. The cycle and the specific date and time of coaching sessions will be based on mutual agreement between the Coach and the Client. In an effort to build rapport, and trust, the Coach encourages the Client to make every effort to conduct the first three sessions on a weekly basis and then biweekly thereafter.

Additional sessions may be requested by either party based on the Client's needs. If made by the Coach as a request of the Client, the Client can accept, decline, or negotiate the request.

If a coaching session needs to be rescheduled, every attempt should be made by the requesting party to give 24-hours advance notice. A session is nonrefundable if the Client cancels less than 24 hours prior to a coaching session or misses a coaching session. If an emergency results in a last-minute cancellation, the Coach and the Client are committed to do their best to work around it.

If bundled coaching sessions were purchased in advance, a refund will be issued no later than 90-days from the Client's notice of termination in writing or by email for the cost of remaining sessions that have not been conducted or held.

No refunds are issued for past sessions.

This coaching Agreement is:

- Paid for by the Client
- Paid through an employer or other third party
- Pro-Bono

Ethical Considerations

Confidentiality

This coaching relationship, as well as all information (documented or verbal) that the Client shares with the Coach as part of this relationship, is bound by the principles of confidentiality set forth in the ICF Code of Ethics. 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;
- 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/or
- g) Involves illegal activity.

In cases where an organization is funding coaching, the Coach may provide status reports to a specified management representative, usually the Client's manager or HR representative (i.e., the coaching Sponsor), indicating general themes emerging from coaching and the number of sessions conducted to date. In those cases, no specifics nor details of any coaching session will be shared by the Coach. For example, if the Client wants to be coached on how to deal with a difficult person, details of this conversation remain completely confidential and the Coach would only describe the coaching session in a status report to the management representative in general terms (e.g., 'coaching centered on conflict management').

The Client also acknowledges his or her continuing obligation to raise any confidentiality questions or concerns with the Coach in a timely manner.

Termination

In the rare and unlikely case that either party feels it is in their best interest to terminate this Agreement, either party may do so at any time. If either party develops any concerns about the coaching relationship, they are encouraged to first discuss them openly during a coaching session. Often, these types of concerns are rich ground for deeper awareness and insight, growth, and development.

Release of Information

The Coach engages in training and continuing education pursuing and/or maintaining ICF (International Coach Federation) credentials. That process requires 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.

According to the ethics of our profession, topics may be anonymously and hypothetically shared with other coaching professionals for training, supervision, mentoring, evaluation, and for coach professional development and/or consultation purposes.

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Limited Liability

Except as expressly provided in this Agreement, the Coach makes no guarantees, representations or warranties of any kind or nature, expressed or implied with respect to the coaching services negotiated, agreed upon and rendered. In no event shall the Coach be liable to the Client for any indirect, consequential, or special damages.

Coach

COACH'S FIRST NAME

COACH'S LAST NAME

COACH'S EMAIL

COACH'S CELL PHONE NUMBER

COACH'S SIGNATURE

DATE

Client

CLIENT'S FIRST NAME

CLIENT'S LAST NAME

CLIENT'S TITLE

CLIENT'S EMAIL

CLIENT'S BEST CONTACT PHONE NUMBER

CLIENT'S SIGNATURE

DATE