**Purpose:**

**Coaching Agreement 1**

This Agreement is made between ENTER COACHES NAME HERE (“Coach”), on behalf of ENTER ORGANISATION NAME HERE IF APPLICABLE and ENTER CLIENT NAME HERE (“Client”). The parties agree to the following:

**COMMITMENT**

ENTER YOUR DEFINITION OF COACHING HERE

ENTER YOUR EXPLANATIONS OF THE COMMITMENT REQUIRED FROM BOTH PARTIES HERE

ENTER YOUR CANCELLATION TERMS HERE

ENTER YOUR PROCEDURE FOR IF THE CLIENT IS UNHAPPY WITH ANY ASPECT OF THE PROCESS HERE

**MEETING PROCEDURES**

At the scheduled appointment time, the Client agrees to meet the Coach at ENTER LOCATION.

**CHANGES**

Rescheduling an appointment is easy with advance notice. If the Client has an emergency, the Coach will do their best to work around it. If the Client must cancel a meeting, the parties will make the time up either by scheduling another appointment or adding time to the other meetings in the month. Missing an appointment without notice, however, is considered a paid appointment. At least 24 hours notice of change is appreciated.

**EXTRA TIME**

Calls made between the scheduled meetings are permissible if the Client needs a sounding board, has a problem, or wants to share a success. These calls are not billed as additional time, but the parties agree to keep the extra calls to five or 10 minutes. Also, the Client should feel free to e-mail the Coach as often as the Client likes. The appropriate e-mail address will be provided to the Client.

**CONFIDENTIALITY**

The Coach holds all conversations with the Client and documents provided by the Client to be in the strictest confidence. No information, thoughts, or ideas expressed will be shared with anyone except by the express written permission of the Client. Any permission granted shall be obtained by the Coach in advance of the sharing of any thoughts/ideas/information.

**PROBLEMS**

If the Coach ever says or does something that upsets the Client, the Client agrees to bring it to the Coach’s attention as soon as possible. The Coach is here to support the Client in every way possible.

The signatures of Coach and Client on this form, confirm their commitment to the coaching relationship.

**How the Payment Process Works…**

• Coaching fees will be assessed on a monthly basis.

• Fees are payable in advance of the 1st of each month.

• The Client agrees to pay the monthly fee before coaching services will commence for the month.

• The Client will be invoiced on a monthly basis before the 28th of each month.

• Payments can be made by INSERT YOUR CHOSEN METHODS HERE.

**Coaching Agreement 2**

We are voluntarily entering into a formal coaching relationship partnership. The following highlight the features of this relationship:

Coaching partnership objectives:

Coaching milestones related to objectives:

Measures of success related to objectives:

Specific role of the coach and key stakeholders:

Coach:

Client:

Other key stakeholders (manager, peers, direct reports, and customers):

The logistics of our meetings will generally include the following:

When:

Where:

How long:

Frequency:

Who is responsible for initiating meetings:

The client will gain commitment of his/her supervisor by:

We will honour the following confidentiality agreement:

This agreement remains in effect for twelve months. The agreement may be terminated at any time by either the coach or the individual being coached.

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

Individual Being Coached Coach

**Coaching Agreement 3**

This agreement, between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the above-named client, will begin on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and will continue for a minimum of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

The services to be provided by the Coach to the client are 1:1 coaching sessions that are designed jointly with the client. Coaching may address specific personal projects, business successes, or general conditions in the client’s life or profession.

Upon completion of each Coaching session a summary of the Coaching session will be supplied to the client along with a checklist of actions to be followed up by the client. The Coach will also expect feedback from the client after each session.

After the first three Coaching sessions a review meeting will take place to enable the Coach and the client to discuss progress made in line with agreed Coaching goals, and to establish if any further Coaching is required.

The Coach is available by telephone and email in between Coaching sessions if the client requires contact or sharing progress updates. The Coach will promise 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 that 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 to be powerful.

If the client believes the Coaching is not working as desired, the client will communicate this verbally to the Coach. If the Coach believes that the client is not engaging in the Coaching process, the Coach will raise this with the Coachee.

Client

Date:

Coach

Date: