

# COACHING AGREEMENT

PLEASE NOTE: This is not a legal document and is provided for information purposes only.



## Private Coaching Sessions

This encompasses single 60-minute private coaching sessions on the phone (or Skype-type media). These sessions provide the additional structure, accountability, and support you need to make lasting change. They include unlimited e-mail/text support and a 15-minute check-in call between sessions if you're in a jam or want to celebrate a victory.

### Role of Coach

- To be non-judgmental, objective & open throughout the coaching process.
- To focus on goal & outcome of coachee.
- Encourage & challenge coachee to reach optimal potential.
- Support coachee during their development.
- Ensure session is private & conducive to development.
- To observe confidentiality of all discussions.
- Identify any issue that is out of scope for this coach-coachee agreement and make appropriate referrals.

### Role of Coachee

- Recognize the coaching process is an investment in your development.
- Be open and honest in your communication with your coach.
- Be open to new ideas regarding your thoughts, ideas, work practices.
- Give at least 24 hours notice if unable to attend a coaching session.
- Understand that on occasion the company may anonymously share generalized information for training or consultation purposes with other coaching professionals. Your identity and any information that could lead to your identification will remain entirely confidential.

## Communication

This section defines how and when communication takes place between coach & coachee.

1. Following each session coach emails session notes & actions to coachee.
2. 48 hours before the next session coachee emails coach with a progress update.
3. Interim updates can be sent via email or texts as agreed.

## Contact Details

Coach email:

Coachee email:

Landline #:

Landline #:

Mobile #

Mobile #:

## Acceptance of Agreement Terms

Coach:

Coachee:

Signature:

Signature:

Date:

Date: