

Coaching Agreement



Client's First & LastName

City, State/Province

Phone

Zip or Postal Code

Email

Coaching Package:

You've selected the package with ____ hours of coaching, that can be segmented into **1hour and 30min sessions**.

Day & Time of Sessions:

Dates and time to be determined during first session

Start Date:

_____ 20____

Fee:

The cost of your _____ hour package is _____\$.
Sessions are typically scheduled on a bi-weekly cadence.

Choose your preferred communication for our coaching sessions:

- ☐ Will take place virtually via Zoom.
- ☐ By phone, please call me at _____
- ☐ In person (to be discussed during the first session)

Note:

- I will send you a link to my Calendly page to select your availability. You may also e-mail me **up to 2 times** in between sessions and **I will respond within 24-32 hours** (excluding weekends and holidays).

Cancellation/rescheduling must be made at least 48 hours in advance. All make-up sessions/calls must be completed within the current month. There may be a time when I also need to reschedule. I commit to letting you know at least 48 hours in advance except in cases of emergency.

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Challenges:

If I, as your coach, say or do something that upsets you or doesn't feel right, please let me know. I value truth and I genuinely invite you to discuss the situation with me right away.

Confidentiality:

The information you share is **strictly confidential**. I will not divulge the content of our sessions, nor will I disclose that you are in a coaching relationship with me without your permission. However, as part of ongoing professional development, the hours for these sessions will count towards my professional development and further professional coaching certification and accreditation.

In my ICF records I use a pseudonym to refer to each client. However, in the event that the International Coaching Federation (ICF) audits my practice to verify my coaching experience, I will contact you and ask you for verification. I can assure you that ICF has the highest regard toward confidentiality. Link to the ICF code of ethics click [here](#).

Nature of Relationship:

Coaching is not therapy, counseling, or psychological treatment. By entering this relationship, you understand that my role is to support and collaborate with you in identifying and pursuing your personal and/or professional goals. You remain fully responsible for your own choices, actions, and results.

If you agree to the above, please print a copy, sign it before our first session. You may also email me the document with your signature and date 'I approve' as the subject of your email.

Client Signature: _____

Date: _____

Coach Signature: _____

Date: _____

I look forward to supporting you in achieving your goals.