

## COACHING AGREEMENT

The purpose of this Coaching Agreement is simply to outline our coaching relationship. It is not a legal document but is provided in order to set out the framework for our coaching partnership and to give us a strong foundation for our work together.

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### Coaching Relationship:

Coaching is a partnership between the Coach and the Client, which facilitates a thought-provoking and creative process which inspires the client to maximise their personal and professional potential.

### Coach agrees:

- As your Coach, I am committed to working in partnership, to help you achieve your personal and/or professional goals.
- I see you as naturally creative, resourceful and whole, ready to explore, grow and embody your highest potential.
- I will not seek to impose my views, opinions or instruct you in any way. When I have an observation or insight that may be helpful, I will share these with your permission.
- I see our work together a collaboration. I am never in a position of authority over you. My role in our relationship is to facilitate the coaching conversation in service of your highest good.
- I agree to bring awareness to your blind spots, in a caring and skillful manner, trusting you know I have your wholeness and success in mind at all times.
- I will be your champion, your coach and your visioning partner.
- I agree to maintain and uphold the ethics and standards of behaviour set by the **International Coach Federation (ICF)**.
- At the beginning of our coaching engagement, I will ensure that the Client is clear about the distinction between Coaching/Consulting/Mentoring/Therapy.

### Client agrees:

- As Client, I am committed to learning more about myself and how I operate in the world.
- I will communicate honestly, be open to feedback and participate fully in the coaching process.
- I am responsible for all choices and decisions I make as a result of our coaching sessions. I acknowledge that commitment to coaching outcomes is my responsibility.
- I understand that my Coach is not and will not be liable for any action or inaction, or any direct or indirect results of my actions.
- I understand that coaching is not therapy or counselling and does not substitute for therapy if needed.

### **Coaching Process:**

We will begin the coaching process with a discovery call to discuss your goals and to decide if coaching with me is a good match for you. If we both agree to proceed, we will agree a coaching program that meets your needs which will include number and timing of sessions, fees, payment details etc. A welcome email will then be sent to you with a copy of this coaching agreement and an overview of the agreed coaching program.

### **Payment / Cancellation:**

Each coaching session will last for one hour, unless otherwise agreed. Payment will be made by the Client at the end of each session, or prior to each online session. Both Coach and Client undertake to give each other a minimum of 24 hours' notice where cancellation or re-scheduling of a session is required. The Coach reserves the right to bill for sessions cancelled less than 24 hours before or for missed sessions. However, the Coach will attempt in good faith to reschedule the missed meeting.

### **Ending the Coaching Relationship:**

The coaching relationship may be terminated at any time by either the Coach or the Client.

### **Confidentiality:**

The coaching relationship is built on trust and any information shared between the Client and the Coach as part of this relationship is bound by the principles of confidentiality set forth in the ICF Code of Ethics. The Coach agrees to keep all conversations and personal information about the Client private and confidential. No personal information, ideas or thoughts expressed will be shared with anyone except with the permission of the Client.

### **Release of information:**

The Coach engages in training, continuing professional development and pursuing of ICF 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/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.

### **Ethics & Standards:**

As a member of the International Coaching Federation (ICF), the Coach agrees to maintain the ethics and standard of behaviour set out by the ICF and undertakes ongoing professional development. (<http://www.coachfederation.org/ethics>)

**I, (the Client) have read and understood this agreement.**

Name: \_\_\_\_\_ **(CLIENT)**

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

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Coach Details:**

Name: \_\_\_\_ Yvonne Flynn \_\_\_\_\_

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

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