



DELETE THIS BEFORE USING:

Disclaimer: *This coaching document is a templated example. Please adapt this as needed.. Note that depending on your state or country's guidelines, additional verbiage may be needed in coaching minors, including parental consent. Please work with your partner and legal counsel to determine what additions should be added to your agreement.*

Sample Coaching Agreement

The Coaching Relationship

A coaching relationship can be a powerful experience, involving the development of new possibilities, new levels of achievement and personal growth. The coaching relationship between the coach and the client is founded upon mutual trust and respect. The central focus of the coaching relationship is the well-being of the client.

Fundamental to a successful coaching experience is learning. The coach supports the client in reaching the desired outcome of the client. The coach supports the client in exploring new ways to view situations, individuals, and possibilities and in developing new approaches, plans, strategies and actions. This innovation involves learning. At times, the learning may be challenging. There may be times when the learning involves new discoveries about the way an individual's own actions play a part in situations the individual wishes to change. This type of self-discovery can at times be uncomfortable.

We hold all coaching conversations as confidential, and will not voluntarily divulge information about a coaching relationship without the written or verbal permission of the client. We follow the International Coach Federation (ICF) [Code of Ethics](#).

The Coaching Arrangement

This agreement between [COACH] and [CLIENT] begins [DATE] for a total of [NUMBER OF HOURS] hours of coaching. All coaching should be completed within [NUMBER OF MONTHS] months of the start date, unless otherwise agreed upon. The coach and the client will decide on the length of the sessions and the total duration of the coaching relationship. The sessions will be conducted via [MEDIUM] at pre-scheduled times, unless otherwise agreed upon by both parties. Sessions may be supplemented by emails as needed until the final session is complete. This special coaching package is being offered to [CLIENT] as a [one-time, pro bono offer, low-bono offer with a minimal fee or at slide scale fee as determined by both parties] ***Please select the proper value agreement for initiative and remove this sentence before sharing.** Should the client choose to continue the coaching relationship with the coach, it is a private matter between both parties, and it is not covered under this agreement.

The Coaching Agreement

I understand that coaching is not therapy nor is the coach qualified to give legal or financial advice. I accept full responsibility for all actions I take as a result of coaching and neither [ICF IGNITE GROUP] nor [COACH] can be held responsible for any action taken or not taken as a result of coaching. I also agree to the following:



- I agree to give at least 24 hours' notice if I need to change or cancel a session.
- I agree to be fully present and on time for all coaching conversations.
- I am completely responsible for my own growth and learning.
- I realize that there may be times in the coaching process where I may confront realizations that may be uncomfortable.
- I need not discuss anything I am not comfortable discussing.
- I am responsible for my own actions and inactions.
- I realize that my coaching relationship is a resource, and that it is up to me to fully utilize this resource.
- I agree to communicate any concerns I have about the nature of my coaching relationship, my experience of the coaching relationship or any particular interactions with the coach.

I, [CLIENT], understand our commitment and agree to be accountable in our coaching relationship.

Date

Client Signature

Printed Name

Date

Coach Signature

Printed Name