**PO# \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Statement of Work/Schedule**

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| --- | --- |
| MS Vendor: #1125847 | |
| Business Name: | SeattleCoach LLC |
| Street Address; | 2727 Fairview Ave East Suite F |
| City, State, Zip Code: | Seattle, WA 98102 |
| Contact Name & External Email: | Patricia Burgin,MA MCC, peb@seattlecoach.com |
|  |  |
| SOW Effective Date (“Effective Date”): |  |
| SOW Expiration Date: |  |

**1.** **Description of the Work**

This Statement of Work covers the tuition for the SeattleCoach Professional Training and Development Program, a coach training and development company certified by the International Coaching Federation (ICF). The Founder and CEO is Patricia Burgin, author of *The Essential Coaching Leader* and of *The Coaching for Leaders Playbook*. Emphases will be on:

* **Key coaching skills and behaviors**
* **Human change management**
* **The core concepts, brain science and competencies of leadership coaching**
* **How to use core concepts and tools to address everyday leadership situations and opportunities—both “scheduled” and “drop-in”**
* **Live-action demonstration and debriefing**
* **Live-action practice by triads**
* **Formulation of next-steps and accountabilities**
* **Training qualifies for professional credentialing**

**2. Deliverables/Delivery Schedule**

| **Milestone**  **#** | **Brief Description of Work to be completed by Vendor and delivered to Microsoft** | **Due on or Before** |
| --- | --- | --- |
| 1 | Module I and Module II | Two weeks before launch |
| 2 | Weekly and as-needed evaluation and communication |  |
| **3** | Tuition includes materials (hard copies and PDFs), regular communications, and documentation at the end of the course that satisfies training requirements of the International Coaching Federation. |  |

**3. Payment**

As complete and final payment for Module I which has been completed and delivered by Vendor to Microsoft and which has been accepted by Microsoft, Microsoft shall pay Vendor and the start of this program:

flat fee of **$9,945 U.S. Dollars**

This Statement of Work/Schedule is attached to and incorporated into the Agreement and subject to all its terms and conditions.

### VENDOR BUSINESS



By (Sign) Authorized Representative By (Sign) Authorized Representative

Patricia E Burgin, MA, MCC

Print Name Print Name

Founder & CEO, SeattleCoach LLC

Print Title Print Title

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