A Sample Coaching Agreement

*(SeattleCoaches: Please feel free to personalize this sample)*

My job as a coach is to help you identify and refine your goals, eliminate the barriers that stand in your way, and help you take the action to make those outcomes your realities. I’ll be keeping an eye on both your long-term “meta-goals” as well as the weekly and monthly steps that will help you get what you want.

**Your Contact Info**

Name       E-mail address       Today’s date

Best phone number for calls/texts

Best mailing address       City       Zip

Write a little bit about what you hope to accomplish in coaching. This can include scope, expectations of yourself and of me, and how we will evaluate our work. We’ll use in our first few sessions to explore your hunches together.

**Your “Character Strengths”**

I have a brief inventory for you to take as we get started together—it will help both of us to understand some of your greatest resources. [This link](https://www.viacharacter.org/survey/account/register) goes to a free, well-researched questionnaire that will help you to identify your integrated top five (of twenty-four) "Character Strengths.” Because this is part of a research project, you will be asked to register, but they won't spam you. Once you click on the above link, click on the button next to "I want to take the VIA 120" and then "Begin the Survey.” After you've taken the survey, scroll down to "option 3" and click on "View Rankings Here.” Copy your top five “character strengths” into the boxes below. (No need to purchase a report unless you want to.) This inventory is part of research being done at the University of Pennsylvania related to the emerging field of positivity/strengths-based coaching.

1.

2.

3.

4.

5.

Who are a couple of people in your life who track with you (friends, family, colleagues, leaders, sponsors)?

**As we begin, I ask that you let them know about your best hopes for development as you work with a coach. Along the way I may ask you to invite their feedback (and encouragement) on what they see in your experiments, changes and even improvements.**

**FYI**

I’m in the process of furthering my training as a professional coach. And becoming certified by the International Coaching Federation (ICF) requires that I accumulate hours of supervised practice. Because of this, I’ll be asking for your feedback as we work together. I will also be in consultation with my mentor coach and training colleagues about my work with you. As I do so, I will hold all of your personal and contact information in confidence.

Once we’ve decided to work together, I’ve found that the people who get the best traction and results are the ones who dig in solidly with me for around \_\_\_\_ sessions, meeting every week or every-other week. Then we evaluate. So that’s what I ask for as we start our work together.

**Costs** (if you’re coaching externally)

During my training, my fees are temporarily lower. So through \_\_\_\_\_\_\_\_, my fee will be $\_\_\_\_\_\_ per session. I include in my fee lots of contact between sessions via phone/text, voicemail, and email.

**GUARANTEES** (if you’re coaching externally)

In our work together, you can count on me to be professional, genuine, and present as I work with you to make changes. I can’t promise anything about the results you will obtain. Your outcomes will depend on many things.

**CANCELLATIONS** (if you’re coaching externally)

Please don’t use email for canceling appointments or for any other urgent message. Just call, text, or leave a voicemail. For cancellations less than 24 hours in advance, I’ll make a good faith effort to fill the time, and/or I’ll find out if you and I can reschedule within a day or two. Otherwise, I may have to count the time missed as a session and charge you. If you don’t show up for a scheduled time, I’ll call you. (We can always meet by phone if necessary.) And if I fail to show up for one of our meetings, the next one’s on me. I exclude late cancellations due to illness and family emergencies.

**CONFIDENTIALITY AND NON-DISCLOSURE**

As your coach, I will do all in my power to keep confidential all communications between you and me. Communication by e-mail and cell phones may not be secure. By signing below, you acknowledge and agree that the use of electronic communication is acceptable. I conduct some sessions in groups, including groups on Zoom and Microsoft Teams. If you decide to participate, I ask that you agree to maintain the confidentiality of all information communicated to you by other members of the group or team. Bottom line, I will be rigorous about [The International Coaching Federation Code of Ethics](https://coachingfederation.org/ethics/code-of-ethics).

If your/your company is paying me (or asking me to use some of my paid time to coach), I like to find out about your aspirations and outcomes, as well as the values, outcomes and priorities of your leadership. I’ll work together with you to get that information, and then I like to keep those things in mind even as we place our focus solidly on your priorities.

My goal will be to dynamically support and challenge both you and your/our company.

As we go along, in collaboration with you, I may invite your leadership to weigh in our progress. **But I will always make sure that everyone knows that the actual content of coaching conversations stays between you and me.** If you’re finding it tough to talk with your manager, we can talk about that as an agenda item (i.e. I won’t become the messenger).

**SOME IMPORTANT SMALL PRINT**

While there are some similarities between coaching and psychotherapy, psychotherapy is a health care service and is often reimbursable through health insurance policies. This is not true for coaching. Both coaching and psychotherapy utilize knowledge of human behavior, motivation and behavioral change and interactive counseling techniques, but the focus of coaching is the development and implementation of strategies that will help people to reach their identified goals of enhanced performance and personal satisfaction. The relationship between the Coach and Coachee is specifically designed to avoid the power differentials that occur in the psychotherapy relationship. As your coach, I will be both direct and challenging.

**RESOLVING DIFFERENCES**

I want you to be really satisfied with our work together. If, at any time, you feel that your needs are not being addressed, or you are not getting what you want out of our work together, I’ll trust you to tell me so we can problem-solve. We will discuss your needs and concerns, make appropriate adjustments, and continue to work on the goals you define unless you are ready to stop, which we will do whenever you ask. If you cancel and I don’t hear from you within two weeks, I’ll assume our agreement has concluded.

* Please check here if you would be willing to be contacted as the ICF verifies my time spent coaching with you (they will not ask you anything about the content or outcome of our sessions).

**SIGN HERE**

The Coachee       Date

The Coach

Please make a copy of this signed agreement for yourself and email one to me--or simply bring one to our first session.