*A Sample Statement of Work*

*(for external coaches and those who hire them)*

|  |
| --- |
| Hiring Company |
| Street Address: |  |
| City, State, Zip Code: |  |
| Contact Names |  |
| Phone and Email Address |  |
|  |
| You |
| Street Address; |  |
| City, State, Zip Code: |  |
| Contact Name |  |
| Phone and Email Address |  |
|  |  |
| SOW Effective Date (“Effective Date”): |  |
| SOW Expiration Date: |  |

1. **Description of the Work**

Your overview of the work connected to the organization’s agenda.

1. **Deliverables/Delivery Schedule**

| **Milestone** **#** | **Brief description of work to be completed in each stage of work** | **Due on or before** |
| --- | --- | --- |
| **1** |  |  |
|  |  |  |
| **2** |  |  |
|  |  |  |
| **3** |  |  |
|  |  |  |
| **4** |  |  |
|  |  |  |
|  | Continued evaluation and customization as needed |  |
|  |  |  |

1. **The Specifics**

What will the payment arrangements be: Prepayments? Monthly invoicing? How will you charge for each milestone? What is included? Email? Phone calls? Evaluation? Invoicing specifics? They will have their own specifics that you’ll want to consider. How will you invite the sponsor to weigh in on the agenda and on evaluating progress and process?

|   |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

1. **Payments**

As final payment for this completed and delivered work by (you), (they) will pay a total fee of **\_\_\_\_\_\_ USD** for the following milestone payment schedule:

|  |  |
| --- | --- |
| **Following milestone #1** |  |
| **Following milestone #2** |  |
| **Following milestone #3** |  |
| **Following milestone #4** |  |

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name Print Name

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Title Print Title

**Confidentiality and Non-Disclosure**

As your Coach, I will do all in my power to keep confidential all communications between myself, (the org) and its employees. I’ll stay in touch with sponsors about trends I see, including anything that could be potentially damaging to either the company or to an individual. As always, communication by e-mail and cell phone may not be secure. Companies that find ways for communication to flow most freely and constructively tend to do better. In light of that, I will invite a conversation about confidentiality with each person and group I work with. And rather than being the reporter of challenging conversation, I will ask that, when necessary, the coaching will address how individuals can best approach difficult conversations themselves. I will be rigorous about [The International Coaching Federation Code of Ethics](https://coachfederation.org/code-of-ethics).

**Resolving Differences**

I want you to be really satisfied with our work together. If, at any time, you feel that our outcomes 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.

**And a Note to the Manager or Sponor Who is Paying Me**

*“You should know that when I am coaching your team members, they will grow personally and professionally—and sometimes they will grow in the direction of new responsibilities or even toward a new chapter in their career. I cannot guarantee that they will stay with you for the rest of their career. I can guarantee that they will be grateful for the opportunity you have provided for them to work with a good coach.”*