

## **GUIDING PRINCIPLES FOR OUR COACHING RELATIONSHIP**

Coaching is a partnership wherein I, as your coach, help you solve problems, reach goals, design plans for action, make decisions, and live life to its fullest. I am your collaborative partner, helping **you** discover the answers to problems, how to maximize your opportunities, and how to bring out your personal best.

Several factors will contribute to the ultimate success of our coaching relationship, but it is important we begin with our mutual expectations and roles identified, clarified, and agreed on so that we maximize the value of our partnership.

### **Mutual responsibilities:**

- *Be respectful of time*
  - We will strive to start and end our calls or in-person meetings on time. We will determine the scheduled length and frequency of at our first meeting. Typically, we will meet between 45 and 60 minutes, an average of 3 times a month.
  - If it looks like we will be more than 10 minutes late, we will notify the other, and understand the meeting may need to be rescheduled.
  - We will strive to provide the other at least 24 hour notice if canceling a scheduled meeting.
- *Maintain confidence, and confidentiality*
- *Be truthful with each other at all times understanding that we may not always agree with each other*

### **Additional coach responsibilities:**

- *Listen attentively during our time together.*
- *Want what's best for you, as you define it.*
- *Make requests and suggestions; share my intuitions or inklings, my advice, ideas, comments and opinions.*
- *Be unconditionally constructive and supportive at all times.*

- *Provide you with materials and supplies needed for our coaching relationship.*
- *Be available to you between scheduled calls.* I encourage you to call or email when you have a challenge, question or can't wait to share a success. We will try to limit these calls to 10 minutes. You can reach me by calling 342-2844 during the week day, or 537-6578 (cell) all other times. You can email as often as you like, [janet@4extraordinaryliving.com](mailto:janet@4extraordinaryliving.com).

**Additional client responsibilities:**

- *Come prepared to each session with what you want to discuss*
- *Trust the process*
- *Tell me when you are uncomfortable with the process so that I can refine my approach and language accordingly*
- *Make monthly payments within 7 days of receipt of invoice*

The fee for your coaching is \$ \_\_\_\_ per session, or \$ \_\_\_\_ per month. We generate an invoice each month. As stated previously, one of the contributing success factors to our partnership is the rapport we have with each other. With that understanding, we want you to be 100% satisfied with our services so you may opt out of the commitment at any time if you are not.

**Acknowledgments:**

It is important that you, as the client, understand what coaching is not. For a variety of reasons, there is not a common understanding of what a coach does, and what the coaching process encompasses. For the protection of both of us, I have included the following Personal Responsibility statement.

As the client, I, \_\_\_\_\_, know and accept full responsibility for the actions I take. As such, I do not hold my coach liable for consequences of my actions or absence of actions. I agree that my coach is not an Employment Agent, Business Manager, Financial Consultant or Psychotherapist and that she has not promised, shall not be obligated to and will not 1) procure or attempt to procure any employment, business or sales for the client or 2) perform any business management functions such as accounting services, advise on tax or investment matters or 3) act as a therapist, counseling me on or providing psychoanalysis, group or behavioral therapy.

I request your permission to keep a confidential record of your name, phone number or email address in order to meet the requirements for coach credentialing by the International Coach Federation [www.coachfederation.org](http://www.coachfederation.org). This information will be utilized strictly for the purpose of meeting these requirements and, following the credentialing process where two assessors will validate my list and subsequently destroy the two copies, only the master list will be maintained within secure files of the ICF. I will make the assumption that you agree to this request by your signature on this Agreement and your participation in coaching.

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Client Signature

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Coach Signature