

# Coaching Agreement

## ***Welcome!***

I look forward to working with you as your coach in accelerating your ability to be more successful and have more of what you want in your life. Having a clear Coaching Agreement establishes a foundation for our work. Please let me know if you have any questions.

## ***What is coaching?***

Coaching is a specific process of interaction over a period that encourages a shift in who you are, what you do, and how you do it. This respectful, inquiring form of conversation and listening expands your ability to make significant changes, move forward in new areas, and have more of what you want in your life. Coaching services are not to be construed as, or a replacement for, psychotherapy, legal counsel, or medical advice.

## ***As your coach, you can expect me to:***

1. Commit to an open, honest, collaborative coaching relationship.
2. Be a partner in bringing out the best, the deepest, and the truest in you.
3. Provide safety, encouragement, and support; an environment in which you can relax and explore.
4. Respect the confidentiality agreement.
5. Expand your view of what is possible and promote the discovery of new insights.
6. Give you input, straight feedback, or operate as a sounding board.
7. Listen carefully to what you say and ask questions to provoke awareness.
8. Be a resource for you to use in accomplishing your goals.
9. Say the thing you need to hear. Call you on your BS.

## ***I expect from you as my client to:***

1. Cultivate a core honesty with yourself.
2. Commit yourself to goals that are truly meaningful and significant to you.
3. Experiment with new approaches and practice new behaviors.
4. Provide ongoing feedback on whether the coaching is valuable and meeting your needs

5. Be open to hearing my feedback and letting me know whether it fits.
6. Take ownership of your progress and accomplishments.
7. Accept, reject, or counter-offer challenges, and homework, and inquiries. Look for the full body yes.

### ***Confidentiality Agreement:***

As you know, when a Coach begins working with a client, confidentiality for the Client is essential. This means that everything the Client says is totally confidential and not shared with anyone else (unless the Client chooses to share it).

The Coach recognizes that the Client may have the following: future plans, business dealings, and other proprietary information. The Coach will not at any time, either directly or indirectly, use any such information for the Coach's own benefit. The Coach will not give out the name of any Client without that Client's consent (as a reference) and the coaching relationship is confidential unless the Client chooses to tell someone about it.

### ***Nature of the coaching relationship:***

You enter into coaching with the understanding that you are responsible for creating your own decisions and results. You agree not to hold me liable for any outcomes resulting directly or indirectly from the coaching process. It's also important to understand that the process of coaching is generally not a linear one with steady progress toward your goals. More often there are ups, downs, and plateaus along the way. The progress can be moved more quickly if, as much as possible, you come to each coaching session with a clear agenda.

### ***Time and Duration:***

We have agreed to one session for 60-90 minutes.

***Value added.***

I make myself available to respond quickly to emails or even reschedule a weekly appointment sooner based on need. Of course, this is dependent on my personal schedule—however, I can often find 30 minutes to respond to an urgent need.

As a part of the program, while you are in it—any 4-hour or less webinar, workshop, teleconference, or mini-retreat that Camber Hill Coaching puts on is available to you free of charge. This includes leadership development webinars and anything else that may be created to serve my clients.

***Changes:***

I have reserved your time for you. If the need arises, please give me 24 hours' notice and we will reschedule. Without proper notice, scheduled time missed may be lost. I will notify you promptly if I need to reschedule one of our meetings.

***Preparation:***

To ensure the most productive use of the coaching time, come to each session prepared with an agenda. Take a few minutes before our next session to sort out the progress you made this week and to consider how you would like to use the upcoming session. Consider any of the following questions or make up your own:

1. What progress have I made since our last session?
2. What challenges did I face? How did I handle them? Which do I still need to handle?
3. What new insights or opportunities have emerged?
4. On what would I like to focus on this next session?

***Problems:***

Honesty is a very important foundation. Please do not be “nice” as a way to protect either one of us. I expect you to honestly tell me what is working about the coaching relationship, and what is not working for you. If I ever say or do something that upsets you or does not feel right, please bring it up. I promise to do whatever I can to have you be satisfied. Honesty and trust are critical for our relationship to grow. I want this to be an open and safe place for you to come with confidence.

***Referrals:***

My practice is grown by referrals. If you are benefiting from our coaching relationship, please suggest my services to appropriate friends and colleagues, and let them know that I offer a free confidential consultation.

I have read and agree with the above.

Client Signature

Date

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Coach Signature

Date

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## *Coach Call Sheet*

Check-In (1 to 10)

Body –

Mind –

1. The “wins” for me since our last call (accomplishments, positive changes)

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2. What I didn't get done, but want to...

3. The challenges and concerns I am facing now...

