

SAMPLE Coaching Agreement – Leanne Carver

Date

Please note, details of this sample agreement may change. Please read your individual agreement carefully before signing.

Dear Client,

Congratulations on taking the first step towards self-improvement by choosing to engage in coaching. The following letter of agreement lays out the terms of our coaching relationship.

Background

You have expressed interest in coaching with me, Leanne Carver, in a 1:1 private coaching relationship. I am a certified team and leadership coach, designated by The Center for Personal & Professional Excellence in partnership with the Washington University Institute for Leadership Excellence (ILE). I completed coaching training with the WashU ILE in a cohort that included 60+ hours of International Coaching Federation ethics, regulations and core competencies, coaching methodology, and the practical application of coaching skills through performance demonstrations and graded evaluations.

Approach

We will begin our coaching engagement with a consultation in which we review this agreement and determine whether we fit together as client and coach. We will also determine the cadence for our coaching sessions and your preferred pricing option. We will meet at the agreed scheduled time for regular coaching conversations.

This section will be filled out during the consultation:

Cadence:

Duration:

During our coaching conversations, you will determine the goals that you would like to work towards and the means for measuring success for those goals.

By signing this document, you acknowledge that your participation in coaching with me is voluntary and that I am not liable for the actions you choose to take in response to our coaching conversations.

Scope of Discussion

The role of a coach is to shine a flashlight along your path to guide you towards discovering your own insights for self-improvement. You agree that you are comfortable having open and honest conversations about the topics that you would like to explore during our coaching

SAMPLE Coaching Agreement – Leanne Carver

sessions. This may require discussing your perceptions, behaviors, and feelings regarding these topics. You acknowledge that engaging in coaching may take you outside of your comfort zone.

If our coaching conversations begin to approach a level of inquiry that would require specific expertise, such as a medical professional or therapist, please understand that I will recommend that you pursue another expert. My role will not be to offer you advice, but to help you make your own self-discoveries.

Our discussions will be confidential. I will not disclose any information that you provide during our meetings for any reason without explicit written approval. The only exception would be if you make any statements that would imply that you will cause physical harm to yourself or others, in which I would be obligated to notify the appropriate authorities.

Fees

This section will change based on the pricing option you choose during our consultation.

Information to be added: Pricing option, total cost, contract obligations, and fee for ending coaching before contracted date if applicable.

CONSULTATION 45 minute session to determine our fit as client and coach and review my coaching agreement.	FREE	6-WEEK PACKAGE Prepay option for 6 sessions. Saves \$75 over the standard session price.	\$525
30 MINUTE QUICK CHAT Perfect for busy schedules or for an extra touch-base between regular sessions.	\$50	12-WEEK PACKAGE Prepay option for 12 sessions. Saves \$200 over the standard session price.	\$1000
60 MINUTE STANDARD SESSION The fee for a regular session if purchased one at a time.	\$100	4 MONTH CONTRACT Commit to weekly sessions for 4 months. Pay as you go per session for a \$15 discount. Approx \$255 total savings.	\$85/SESSION

Termination

As a client, you reserve the right to terminate our coaching relationship at any time. As a coach, I also reserve the right to terminate our coaching relationship at any time.

This section may be altered depending on the pricing option you choose. Fees may be applicable if you opt to end coaching before your contracted date.

This contract represents a moral agreement that is meant to be honored by both parties. This is a mutual agreement that no retaliation will be taken if either party chooses to end the coaching relationship.

Your Responsibilities

You agree to the following:

1. You are committed to being open, honest, and willing to engage in coaching conversations that may require vulnerability or sharing of sensitive topics.

SAMPLE Coaching Agreement – Leanne Carver

2. You will attend all coaching sessions on time or inform me if you will be late.
3. If you need to reschedule a session, please do so with 24 hours' notice, otherwise, I have no obligation to make up that session. Exceptions will be made for emergencies.
4. During our coaching conversations, you will be clear and present without external distractions.
5. If our sessions are conducted over video, you will turn on your camera.
6. You will be honest when I request feedback and inform me of how you can get more value from our sessions.
7. The agreement for coaching includes our pre-scheduled sessions and communication only during business hours.
8. You agree to the terms within this document.

Your Coach's Responsibilities

I agree to the following:

1. I am committed to guiding you towards the goals you set during our coaching relationship.
2. I will attend all coaching sessions on time.
3. If I need to reschedule, I will do so 24 hours in advance, otherwise, I am under contractual obligation to make up the session.
4. During our coaching conversations, I will be clear and present without external distractions.
5. If our sessions are conducted over video, I will turn on my camera.
6. I will be honest during our sessions, including providing feedback on your progression or how you can get more value from our conversations.
7. I will engage with you during our pre-scheduled sessions and communicate via email or messaging only during business hours.
8. I agree to the terms of this document.

I am thrilled to be your coach and look forward to beginning this journey with you. Please sign below to indicate that you agree to, accept the above terms, and are ready to begin our coaching engagement.

Sincerely,

Leanne Carver

Leanne Carver

SAMPLE Coaching Agreement – Leanne Carver

By signing, you agree to all statements in this contract.

Coach

Print Name:

Signature:

Date:

Client

Print Name:

Signature:

Date: