

Executive COACHING AGREEMENT

The Coaching Relationship:

As your coach, I believe you are the expert in your life/work and that you are a creative and resourceful person. I also believe that if you are a Christ follower, then the Holy Spirit is actively seeking to guide and direct your discernment, setting of priorities and decisions for action. My objective is to cooperate with the Spirit's work in you by asking questions that guide you to process your thoughts and self-generate options.

As your coach, I assume that your values and beliefs provide guidance for you. As a committed follower of Jesus Christ, I seek to live in accordance with this commitment. In making this disclosure, I am seeking to be open and honest, and I pledge to respect the different values and beliefs of others. I will not seek to impose my values on another, proselytize, judge, condemn, or refuse coaching services to anyone who does not share similar values and beliefs.

Therefore, as coach, my responsibility is to:

- Discover, clarify and align with what you want to achieve
- Encourage self-discovery
- Elicit client-centered solutions and strategies
- Encourage an accountability partner for action

Your responsibility as coaching client is to:

- Commit to focusing on specific area(s) of your life/work that you desire to deepen or change
- Submit to the process by being candid and honest
- Develop specific action steps to address the issue/objective
- Follow through on agreed action steps

The Coaching Appointment:

In a typical coaching appointment, there will be a predictable rhythm. I will expect you to set the agenda, and I will ask you what you want to focus on. Through a process of structured conversation, I will ask questions intended to assist you in processing your thoughts, gaining clarity and developing a plan of action to address the issue.

I will generally resist the impulse to share my experiences, knowledge and expertise as they may or may not be relevant to your situation. On occasion, if there is difficulty in generating options for addressing the issue, I may offer examples for addressing a similar issue that I have seen used by others. Again, the objective is to help you "figure it out" from your own knowledge and experience.

General Coaching Principles:

1. Coaching is for people who are basically well-adjusted, emotionally healthy, effectively functioning, and wanting to make changes in their lives or more intentionally focus on a challenge or objective.
2. Coaching is designed to address issues you would like to consider. These could include personal issues (but are not limited to: career development, relationship enhancement, spiritual growth, lifestyle management, life balance, decision making, and achieving short-term or long-term goals) or ministry objectives and organizational development.
3. Coaching will be an ongoing relationship that may take a number of months, although either party can terminate the relationship at any time. Coaching will be through telephone contact unless otherwise stated.

4. Coaching can involve brainstorming, values clarification, the completion of written assignments, education, goal setting, identifying plans of action, accountability, making requests, agreements to change behavior, examining lifestyles, and questioning.
5. Coaching is most effective when both parties are honest and straightforward in their communication.
6. An agreement of payment for services (when applicable), will be established prior to the commencement of the coaching relationship. The agreement also covers the form of payment, procedures for canceled appointments, and initial length of commitment.
7. Coaching is a confidential relationship. Be assured that I will keep all information strictly confidential, except in those situations where such confidentiality would violate the law. The exception is when the Client shares information that gives the Coach reasonable cause to believe there are threats of serious harm to the Client or others. The Coach is obligated to report the situation to the proper authorities.

Coaching Agreement:

1. As a client, I understand and agree that I am fully responsible for my physical, mental and emotional well-being during my coaching sessions, including my choices and decisions. I am aware that I can choose to discontinue coaching at any time.
2. I understand that “coaching” is a Professional-Client relationship I have with my coach designed to facilitate the creation and development of personal, professional or business goals and to develop and carry out a strategy or plan for achieving those goals.
3. I understand that coaching is a comprehensive process that may involve all areas of my life, including work, finances, health, relationships, education and recreation. I acknowledge that it is my exclusive choice and responsibility to decide how to handle these issues.
4. I understand that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association. I understand that coaching is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment, and I will not use it in place of any form of diagnosis, treatment or therapy.
5. I promise that if I am currently in therapy or otherwise under the care of a mental health professional, that I have consulted with the mental health care provider regarding the advisability of working with a coach and that this person is aware of my decision to proceed with the coaching relationship.
6. I understand that all information I provide is confidential unless I state otherwise, in writing, except as required by law.
7. I understand that certain topics may be anonymously and hypothetically shared with other coaching professionals for training or consultation purposes.
8. I understand that coaching is not a substitute for professional advice by legal, medical, financial, business, spiritual or other qualified professionals. I will seek independent professional guidance for legal, medical, financial, business, spiritual or other matters. I understand that all decisions in these areas are exclusively mine and I acknowledge that my decisions and my actions regarding them are my sole responsibility.

Professional Coach Accreditation Certification:

As part of my ongoing professional development, the hours for these sessions will count towards professional development and further professional coaching accreditation and certification. By signing this agreement, you agree to allow the reporting of the hours and your contact details to the International Coach Federation (ICF) for requirements toward my coaching accreditation. The ICF handles all information with the highest regard towards confidentiality.

Signature: _____ Date: _____

COACHING AGREEMENT FORM

Please review, adjust, sign where indicated, and return this ***Coaching Agreement Form, Information Sheet, and Client Intake Form*** preferably by **email** (type your initials and signature) or send by post mail. Please print and complete the ***Coachability Index*** before our first session to ensure your readiness for a coaching encounter.

Ed Hale
1055 Amber Way, Rockwall, TX 75032
903-262-4955

EMAIL: ed@QuickStepCoaching.com

Name _____ Email _____

Home Phone _____ Cell Phone _____

Billing Address: _____

Initial Term: 3, 6 or 12 months (*circle one*) Starting _____ Ending _____

Number of sessions per month _____ (Duration is approximately 30 - 45 minutes)

Fee: \$150.00 per session x _____ (number of sessions) = \$ _____ TOTAL Amount Due

Referrals

I accept new clients on a referral basis, which I encourage and appreciate. As recognition of such, I will give one month's free coaching to you for every new client you introduce (at your fee level) who is coached by me for a three month period.

I was referred by _____

GROUND RULES:

1. CLIENT CALLS THE COACH AT THE SCHEDULED TIME.

(The contact # for the coaching appointment is 972-210-7070. (Back up # 903-262-4955)

2. CLIENT PAYS COACHING FEES IN ADVANCE.

3. Typically, the billing office will invoice in 3-month increments in advance of your scheduled sessions unless other arrangements are made.

4. Upon expiration of your agreement, you may continue appointments on a monthly basis on the same billing cycle at the same hourly rate.

Cancellations and re-scheduling

If you need to reschedule your appointment, please give me at least a 24-hour notice. There is no guarantee that we will be able to re-schedule, but I will make every effort to do so. If you have an emergency, rescheduling must consider my schedule. Please reschedule cancelled sessions within the month. There may be a time that I need to reschedule as well, but I will let you know as far in advance as possible.

Termination:

Cancellation of this agreement must be in writing. Payment made for the current month is the final payment for coaching unless there is an unpaid balance. In the event of fees owed at the time of cancellation, full payment is due and payable.

Testimony:

Are you willing to provide a testimonial if you evidence positive results in your life or business?

Yes No Not sure

I have read and agree to the above.

Client Signature _____ Date _____

Coach Signature _____ Date _____