

# Coaching Agreement

Date:

**Between (Coach name):**

Coach email:

Coach phone:

**And (Coachee name):**

Coachee email:

Coachee phone:

**Commencement date for coaching:**

End date for coaching:

Contracted number of sessions:

Schedule:

Total fee:

## Terms & conditions

### The role of the coach

It is the role of the coach to provide a safe and supportive environment, to partner with you to achieve your desired outcomes, and to be responsible for their own continuous professional development.

### The role of the client

Your role is to arrive to each session on time and prepared, to engage fully in the coaching conversation, to take responsibility for your own progress, and to raise any concerns that arise.

### Coaching methods

The coaching is designed to challenge you to achieve results you would not normally have achieved on your own. From time to time, you may find the coaching to be personally and emotionally challenging.

### Sessions

Sessions may be carried out virtually or in person at mutually agreed places and times as outlined in this agreement.

### No warranties given

While thousands of coaches worldwide are working successfully with tcoaches, the coach makes no guarantee to you that the coaching methods or the sessions will work for you. You will not hold your coach responsible if you don't achieve any of your goals.

### Intellectual property rights

You have no right to use or reproduce any of the processes or materials used by the coach outside of your coaching sessions.

### Termination of the coaching series

The coaching series will last the number of sessions and period specified in this agreement unless either you or the coach agree otherwise.

### Confidentiality

In signing this agreement you acknowledge that the coach will keep private records of your name and contact details, and that this information will be protected and kept confidential.

Everything you discuss with your coach is considered confidential between the two of you. Your coach will ensure that any personal or confidential materials collected during coaching are not disclosed to any third party, for example, your mentor or supervisor, without your consent.

### Payment for coaching

Payment for coaching will be upon invoice as agreed by both parties.