

# Coaching Agreement - Client

The purpose of this agreement is to confirm the services that I will provide to you during this coaching engagement. Please read it carefully before signing below.

## 1) The Coaching Relationship

The coaching relationship is a working relationship between you, the client, and me, the coach. It is designed to help you enhance your awareness and effectiveness and to help you reach your objectives. The objectives for this coaching engagement were developed in collaboration with your [manager/director, name] and are as follows:

- 1.
- 2.
- 3.

The results of our work together are cumulative and the best results happen because of your openness, consistency, and follow-through.

Should you at any time want the coaching to move away from the above objectives, you agree to inform your [manager/director] so that a decision can be made about whether to continue or discontinue the coaching engagement.

The coaching approaches that I use may include values and needs clarification, brainstorming, identifying plans of action, examining modes of operating, asking clarifying questions, suggesting exercises, and making empowering requests.

Coaching is not advice and does not replace the services of other trained professionals such as, counselling, psychotherapy, legal counsel, or medical advice.

You are fully responsible for the decisions and actions that you take in regards to your career and life. You agree not to hold me, or any company that I am affiliated with, liable for any outcomes resulting directly or indirectly from the coaching process.

## **2) Schedule**

This six-month coaching agreement includes two sessions per month, usually about 50 minutes to an hour each time. I will send you a link to my schedule, which allows you to book our sessions in advance. Ideally, we will work to create regular meeting times when possible.

Our sessions will be conducted online, with the option to speak over the telephone as an alternative. I would appreciate 24 hours notice if you need to reschedule. I will extend to you the same courtesy and give you as much advance notice as possible.

## **3) Fees**

The cost of this six-month coaching program will be paid for by your employer.

## **4) Feedback**

Engaging in reflective change work requires commitment, honesty, and sometimes vulnerability. I will do everything I can to build a safe space between us so that you can experience the most benefit from our time together.

If you feel that something about my coaching isn't working for you or doesn't feel right, please bring it to my attention. I am very open to your input and I am committed to creating a space for us to work together that is effective and productive for you.

## **5) In-Between Sessions**

If you would like to briefly share a success or a challenge with me in between our scheduled appointments, please feel free to contact me. I will respond to these messages as my time permits.

## **6) Completing Our Coaching Engagement**

The coaching process is completely voluntary. If you would like to end the coaching relationship before the 6 months period is over, please inform your [manager/director] and me. I will do the same in the event that I feel it would be appropriate to end the coaching relationship before the 6-month period is over.

Because a good completion process is important to your personal growth, we will endeavour to give each other at least two week's notice if either of us would like to end the coaching relationship. This is so that at our final session we can review our progress and close the relationship in a meaningful way.

## **7) Confidentiality**

You are free to share whatever you choose from our sessions with anyone. I will maintain complete confidentiality about your name and the content of your coaching sessions, except:

- a) I will provide your [manager/director, name,] with information regarding the number of sessions completed, postponed, or cancelled for billing and administrative purposes.
- b) When disclosure of the information is authorized with your consent.
- c) When the information suggests an actual or potential threat to human life or safety (including your own).
- d) Anonymously, for research, statistical, or educational purposes, provided the information does not directly or indirectly disclose your identity.
- e) When required by law or legislation or when ordered to do so by a judicial authority.
- f) In the event that I am required to defend myself from a complaint.
- g) To seek guidance in confidence from other professionals in relation to any potential ethical or other serious question arising out of the coaching process.
- h) For coaching certification purposes where disclosure of your name and contact information is requested by an institution as proof that I have completed the requisite coaching hours needed for certification by that institution.

## **8) Governing Law, Enforceability, and Counterparts**

This Agreement is governed by, and is to be construed and interpreted in accordance with, the laws of the Province of Ontario and the laws of Canada applicable in that province.

If any provision contained in this Agreement is found to be void or unenforceable in whole or in part, it shall not affect the validity of any other provision.

This agreement may be signed in any number of counterparts, each of which is an original and all of which taken together constitute one single document.

By signing the below, you acknowledge that you have had the opportunity to review this Coaching Agreement, that you understand all aspects within it, and that you agree to abide by it.

\_\_\_\_\_  
Client (signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
Nayla Mitha, Coach

\_\_\_\_\_  
(date)