

# ***COACHING AGREEMENT***

NAME: \_\_\_\_\_

INITIAL TERM: \_\_\_\_\_ MONTH, FROM \_\_\_\_\_ THROUGH \_\_\_\_\_

FEE: \_\_\_\_\_ PER MONTH

NUMBER OF SESSIONS PER MONTH: \_\_\_\_\_

REFERRED BY: \_\_\_\_\_

## **COACHING COVENANT:**

- 1. Client calls the coach at the scheduled time.**
- 2. Client pays coaching fees in advance.**
- 3. Client pays for long-distance charges, if any.**

1. As a client, I understand and agree that I am fully responsible for my physical, mental and emotional well-being during my coaching calls, including my choices and decisions. I am aware that I can choose to cancel this coaching agreement at any time upon 30 days written notice.
2. I understand that “coaching” is a Professional-Client relationship I have with my coach that is designed to facilitate the creation and development of personal, professional, or business goals, and to develop and implement a strategy and a 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 deciding how to handle these issues, incorporating coaching into those areas, and implementing my choices is exclusively my responsibility.
4. I understand that coaching does not involve the diagnosis or treatment of mental disorders. 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 verify that if I am currently in therapy or otherwise under the care of a mental health professional, 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 information will be held as confidential unless I sign a release of information or 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. Confidentiality will be maintained at all times.
8. I understand that coaching sessions may be recorded for certification purposes. Confidentiality will be maintained at all times
9. I understand that coaching is not to be used as a substitute for professional advice by legal, medical, financial, business or other qualified professionals. I will seek independent professional guidance for legal, medical, financial, business, or other matters. I understand that all decisions in these areas are exclusively mine and I acknowledge that my decisions and my actions in these areas are my sole responsibility.

I have read and agree to the above.

**Client Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***FIRST COACHING SESSION***

Please answer the following questions and email ([dr.staceywg@gmail.com](mailto:dr.staceywg@gmail.com)) your responses to me at least one day before your first coaching session.

1. What are 10 things I absolutely need to know about you and your professional setting?

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

2. What do you want to be able to say about yourself, or your professional setting, three months from now that you cannot currently say?

One year from now?

Three years from now?

3. Why is this important to you?

4. What is holding you back? What keeps getting in the way?

5. What is one simple thing you could do to get closer to your goal?  
(Right now! Today! This week!)

## ***FOCUS REPORT***

***The Focus Report can be used as a guide in preparation for your coaching sessions.***

- What I have accomplished OR what action I have taken since our last session.
  
- What I did not accomplish but intended to do AND what got in the way.
  
- At this moment, the biggest challenges or issues I am dealing with are . . .
  
- I want to focus our attention during our next coaching session on . . .