

Sample Welcome Letter #5: Coaching Agreement

Client: _____

This AGREEMENT, between (coach/or coach company name) and the above named client will begin on _____ and will continue FOR A MINIMUM of three months. The fee for the initial discovery session is \$ _____ and the fee for the initial three months is \$ _____ per month, payable in advance.

The services to be provided by (coach/or coach company name) are coaching or tele-coaching as designed jointly with the client. Coaching — which is not advice, therapy or counseling — may address specific personal projects, life balance, business successes or general conditions in the client's life or profession. Other coaching services or activities include Values Clarification, Brainstorming, Personal Strategic Planning and a process of examining various modes of operating in life.

Upon completion of the three months, (coach/or coach company name) will convert to a month-to-month basis. The client and (coach/or coach company name) agree to provide one another with 30 days' notice in the event it is desired to cancel further services. It should be noted that an average of four weeks is used in calculating the monthly fee, and there is an assumption that vacations are covered by this average. In other words (coach/or coach company name) or the client may be on vacation without an adjustment in the regular monthly coaching fee.

(coach/or coach company name) promises the above named client that all information shared with (coach/or coach company name) will be kept strictly confidential. Sometimes information shared by the client may be specific and explicitly personal. Your willingness to be so truthful will be treated with the ultimate respect.

Throughout our working relationship, the conversations will continue to be very direct and personal. You can count on me to be honest and straightforward, asking clarifying questions and making empowering requests. The purpose of our interaction is to hold your focus on YOUR desired outcome and to coach you to stay clear, focused and in action. You understand that the power of the coaching relationship can only be granted by you — and you agree to do just that. When you see the coaching is not working as desired, you agree to communicate and take actions to return the power to the coaching relationship.

By signing below you agree to keep your agreements, to regard our appointment time frames with respect and to keep the coach informed as to what is needed to keep you moving forward.

Our signatures on this agreement indicate full understanding and agreement with the information outlined above.

Coach or coach company name/Date

Client/Date