



## General Agreement

**Client Name:** \_\_\_\_\_

This agreement, between coach \_\_\_\_\_ and the above- named client will begin on \_\_\_\_\_ and will continue for a period of \_\_\_\_\_ months ending on \_\_\_\_\_.

## Fees

- The fee for the initial meeting is BD \_\_\_\_\_ and the fee for the following meetings is BD \_\_\_\_\_. These fees will be paid in advance.
- Alternatively, this is a \_\_\_\_\_ package for a period of \_\_\_\_\_ months including \_\_\_\_\_ appointments per month for \_\_\_\_\_ minutes at a time.
- Additional appointments can be scheduled as needed.
- If you need to cancel an appointment, please provide at least 24 hours' notice or unfortunately, it will be necessary to charge you for the appointment.

## Services

- The services to be provided by the coach to the client are face-to-face or telephone-coaching, as agreed jointly with the client.
- Coaching may address specific personal projects, business successes, or general conditions in the client's life or profession.
- Other coaching services include value clarification, brainstorming, identifying plans of action, examining modes of operating in life, asking clarifying questions, and making empowering requests or suggestions for action.
- Throughout the working relationship, the coach will engage in direct and personal conversations.
- The client understands that successful coaching requires a co-active collaborative approach between client and coach.
- In the coaching relationship, the coach plays the role of a facilitator of change, but it is the client's responsibility to enact or bring about the change.
- If the client believes the coaching is not working as desired, the client will communicate and take action to return the power to the coaching relationship.
- You are very much encouraged to ask your coach as a way of more fully understanding what coaching is about and how to get the most out of it.

## Prior History

- The client also agrees to disclose details of the past or present psychological or psychiatric treatment.
- Coaching and counselling are not the same, there needs to be a clear distinction between the two.
- Although I am a trained in consultant, I do not engage in therapy or consultation practice with my coaching clients.
- In entering into the coaching relationship, and signing the agreement, you are agreeing that if any mental health difficulties arise during the course of the coaching relationship, you will notify me immediately so that I can discuss with you an appropriate referral.

## Privacy

- The client can, at any point in the coaching session, declare his/her preference not to discuss a specific issue, by simply stating that they would rather not discuss this issue.
- The coach agrees to respect this boundary and will not attempt to forward the conversation further along those lines.

## Confidentiality

- This coaching contract follows ICF code of ethics and practices, to refer the ICF code of ethics please visit (<http://coachfederation.org/about/ethics.aspx?ItemNumber=854>)
- The coach will work within the professional ethics and guidelines.
- Copies of the ethical guidelines are available upon request.
- All information about the coach / client relationship will remain strictly confidential.
- If you wish for me as your coach to speak to someone outside our interactions, then you need to give me written permission (original letter, fax or email) to do so.
- Exceptions to confidentiality of course relate to circumstances such as intent to seriously harm someone, child abuse etc. Otherwise, all your information is confidential.
- It is also important to note that in some situations, it is important to be aware of the use of technology in that for some clients, there is a risk in using certain media such as the internet, mobile phones and cordless phones. If you use these to communicate with me, then I will assume that it is appropriate to continue to do so in my interactions with you.

## Termination

The coach and client agree to provide each other with two weeks' notice in the event that it is desired to terminate coaching. Otherwise, the coaching will continue for the duration of the contracted period.

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

\_\_\_\_\_  
Coaching Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive & Personal Coach

\_\_\_\_\_  
Date

## Continuing Coaching Accreditation

- As a separate issue, it is also important to inform that in terms of continuing accreditation as a coach the international accrediting body for coaching which I am certified from has a policy of verifying that coaching has been conducted.
- As such, at times, they may ask for the phone number and email of clients to authenticate the claim that I have been conducting coaching. Of course, they may not contact you at all, but you would need to be willing to be contacted if necessary. To that end, you would need to be willing to have your phone number and email listed, if indeed, the body chose to verify my claims of coaching.
- For a coach to be credentialed by The International Coach Federation (“ICF”) a proper log must be kept by the coach of all coaching hours undertaken and the name of each coachee and their contact details. You agree that this information only can be supplied by me to the ICF (or any other relevant accrediting/credentialing body) solely for credentialing purposes. This enables the ICF or other credentialing body to contact you to verify, if necessary, that the coaching has taken place. Details of the topic/content of the coaching and all other personal information are not disclosed and are kept confidential. Should the ICF deem it necessary to contact you in order to confirm you were /are my coaching client; the ICF does not discuss the specific topics of the coaching. Client names and contact information are never shared or sold to a third party or used for any purpose other than the review of application files for ICF credentialing.
- If you are happy to have your phone number and email provided to the accreditation body if they asked for it, please sign below that you are in agreement that this could occur.
- Release of recorded coaching session(s): For the purpose of credentialing, mentor coaching and/or supervision, permission is hereby given by the coachee for the release of a recording of one or more coaching sessions. Where coaches are required to submit a recording of a coaching session for these purposes it is the coach’s performance that is being assessed. When that work is completed the recording is destroyed and is not disclosed for any other purpose

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Coaching Client

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Date

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Executive & Personal Coach

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Date