



BetterBalance Coaching Coaching Tool Kit

The Coaching Agreement



Jeff Gill I.C.F. Professional Certified Coach



Introduction

You have taken an important step by committing to coaching. By deciding to work with a coach, you have chosen to take charge of your life. Coaching is not like consulting or therapy. I will not be giving you advice or providing expertise. Throughout our coaching relationship I will assume that you are the expert on your life, that you have the answers and that with coaching you can design then implement your own solutions. I will ask direct questions that relate to what is going on with you. I will ask you to take action when you have chosen an objective, and I will hold you accountable for the actions that you commit to. We will work as a team to create a coaching alliance that will help you stay focused and move forward toward your chosen goals.

Coaching will be challenging and rewarding. I ask only that you bring yourself to each appointment exactly as you are. You may be confused, excited, frustrated, proud of yourself or your actions, angry, delighted, fearful or any of a thousand other states of mind. Coaching is about all of you, about how the whole system operates. By looking at yourself honestly and without judgment we can explore how your thoughts and actions serve or limit you. You can create more choices that enrich your life and work.

At our first appointment we will design a coaching alliance to best meet your needs. We will also use this time to take a snap shot of how you feel about several areas of your life at this moment. We will discuss your personal resources and the objectives you want to set for the initial three months of coaching, and we will discuss the values that define who you are. I will send you a number of tools to help with this. You may choose to fill out these pages before our appointment and email them to me, or we can complete them during our appointment. My coaching line is 01326 374114 and my e-mail is info@betterbalance.co.uk

Once again, welcome to coaching! I'm confident that we can design a powerful alliance that will provide the structure, stretch and support to keep you moving forward.



Coaching Agreement

I am committed to creating a coaching alliance with Jeff Gill that will support me as I clarify and realise my goals and move steadily towards living exactly the life I want to live. Jeff agrees to hold all content of our sessions confidential, to the extent permissible by law.

I agree to coaching for a minimum of three months. Yes No

I want to work with Jeff to shape the coaching relationship to best meet my needs by:

Learning about my own motivation Yes No

Noticing my values and what is important to me Yes No

Co-designing strategies that will support me Yes No

Refining and changing when a strategy doesn't fit for me Yes No

I give Jeff permission to:

Challenge me with powerful questions Yes No

Request that I take action Yes No

Hold me accountable for actions that I commit to Yes No

The arrangements below are based on my hourly rate and can be customised to best suit:

I agree to the following business arrangements (telephone coaching):

Fees to be agreed (enter here) Yes No

Appointments to be agreed (enter here) Yes No

I agree to the following business arrangements (face to face meetings):

Fees to be agreed (enter here) Yes No

Appointments to be agreed (enter here) Yes No



Description: Coaching is a partnership (defined as an alliance, not a legal business partnership) between the Coach and the Client in a thought-provoking and creative process that inspires the client to maximise personal and professional potential.

Responsibilities:

Coach agrees to maintain the ethics and standards of behaviour set by the International Coach Federation “(ICF)”. www.coachfederation.org/ethics

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 discontinue coaching at any time.
2. I understand that “coaching” is a Professional-Client relationship I have with my coach that is designed to facilitate the creation/development of personal, professional or business goals and to develop and carry out a strategy/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, incorporate coaching into those areas, and implement 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 promise that if I am currently in therapy or otherwise under the care of a mental health professional, that 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 state otherwise, in writing, except as required by law.
7. I understand that coaching is not to be used as a substitute for professional advice by legal, medical, financial, business, spiritual or other qualified professionals. I will seek independent professional guidance for legal, medical, financial, business, spiritual or other matters. I understand that all decisions in these areas are exclusively mine and I acknowledge that my decisions and my actions regarding them are my sole responsibility.
8. Client agrees to communicate honestly, be open to feedback and assistance and create the time and energy to participate fully in the program.



Limited Liability: Except as expressly provided in this agreement, the Coach makes no guarantees or warranties, express or implied. In no event will the Coach be liable to the Client for consequential or special damages. Notwithstanding any damages that the Client may incur, the Coach's entire liability under this agreement, and the Client's exclusive remedy, will be limited to the amount paid by the Client to the Coach under this agreement for all services rendered up until the termination date.

This is the entire agreement of the parties, and reflects a complete understanding of the parties with respect to the subject matter. This agreement supersedes all prior written and oral representations.

If a dispute arises out of this agreement that cannot be resolved by mutual consent, the Client and Coach agree to attempt to mediate in good faith for up to 30 days after notice given. If the dispute is not resolved, and in the event of legal action, the prevailing party shall be entitled to recover attorney's fees and court costs from the other party.

Thank you!

I have read and agree to the above.

Client Signature

Date: