



people etc  
consulting

executive search | leadership coaching

coaching agreement [www.people-etc.uk](http://www.people-etc.uk)

## Client/Coach Agreement for Career / Leadership Coaching with (people-etc consulting)

Thank you for making a commitment to move forward!

Please read through the Client/Coach agreement ensuring all points work for you, please feel free to ask any questions. This agreement is between:

Stuart Cox (coach) of people etc consulting and \_\_\_\_\_ the Coach  
agrees to provide Coaching Services for: \_\_\_\_\_

\_\_\_\_\_  
(Coachee). These sessions will be focusing on:

\_\_\_\_\_  
(Topics/results/outcomes/goals attached to this agreement.)

### Description:

Coaching is a partnership (defined as an alliance, not a legal business partnership) between the Coach and the Client in a thought-provoking, empowering and creative process that inspires the client to maximize personal and/or professional potential and helping the client bridge the gap between their current reality/ challenges and their dreams/goals/ambitions. The coach will ask a series of questions to fully understand the clients challenges and during the meeting/s will explore, clarify, summarise and plan.

### Responsibilities:

1. The Coach understands, respects and agrees to abide by the Code of Ethics and standards of behaviour set out by the Institute of Leadership & Management.
2. Client is responsible for creating and implementing his/her own physical, mental and emotional well-being, decisions, choices, actions and results. As such, the Client agrees that the Coach is not and will not be liable for any actions or inaction, or for any direct or indirect result of any services provided by the Coach. Client understands coaching is not therapy and does not substitute for therapy if needed, and does not prevent, cure, or treat any mental disorder or medical disease.
3. Client understands that coaching is not to be used as a substitute for professional advice by legal, mental, medical or other qualified professionals and will seek independent professional guidance for such matters. If Client is currently under the care of a mental health professional, Coach will recommend that Client inform the mental health care provider and the client may need to have a referral letter from their health care provider.
4. Client agrees to communicate honestly, be open to feedback and assistance and create the time and energy to participate fully in the program.
5. The coach will guide and facilitate the clients progression, however it is the responsibility of the client to action the agreed plans /objectives



## **Services**

The Coach agrees to engage as per scheduled (Career/Leadership) Coach facetime/Call/1-1 meetings. Sessions will last approximately 45-90 minutes. The Coach will be available to the client by e-mail and voicemail in between scheduled meetings as defined by the Coach. Coach may also be available for additional time/coaching sessions/client related service outside of coaching hours

This coaching agreement is valid as of \_\_\_\_\_ (DD/MM/YY.) The fee is \_\_\_\_\_ per session and is payable in advance of the meeting. rates will apply.

## **Procedure**

The time of the coaching meetings and/or location will be determined by Coach and Client based on a mutually agreed time.

**Confidentiality.** (Please also view Privacy Policy at people etc consulting)

This coaching relationship, as well as all information (documented or verbal) that the Client shares with the Coach as part of this relationship, is bound to confidentiality as defined by our Code of Ethics, but is not considered a legally confidential relationship (like in Medicine or Law). The Coach agrees not to disclose any information pertaining to the Client without the Client's written consent. The Coach will not disclose the Client's name/data as a reference without the Client's consent (in accordance with the Privacy Policy at people etc consulting.

Confidential information does not include information that: (a) was in the Coach's possession prior to its being furnished by the Client; (b) is generally known to the public or in the Client's industry; (c) is obtained by the Coach from a third party, without breach of any obligation to the Client; (d) is independently developed by the Coach without use of or reference to the Client's confidential information; or (e) that the Coach is required by law to disclose.

## **Cancellation and Lateness Policy.**

Client agrees that it is the Client's responsibility to notify the Coach at least 24 hours in advance of the scheduled call/meeting if the client cannot make the session. If the client has had to cancel then people etc consulting will try to reschedule another time as soon as is reasonably possible. The session will be rescheduled with the fee already being paid for the original session. If the client does not give any notice and the Coach waits for 15 minutes, before the Client is noted as not turning up for the session then the session fee that was already pre-paid will not be reimbursed.

## **Termination.**

Either the Client or the Coach may terminate this agreement at any time with 24 hours written notice.

## **Limited Liability**

Except as expressly provided in this agreement, the Coach makes no guarantees or warranties, expressed or implied. In no event will the Coach be liable to the Client for consequential or special damages. This is the entire agreement of the parties, and reflects a complete understanding of the parties with respect to the subject matter. representations.

CLIENT NAME

SIGNATURE

DATE

COACH NAME

SIGNATURE

DATE



THE INSTITUTE OF  
**LEADERSHIP**  
& MANAGEMENT

Accredited for  
**Coaching  
Conversations**

