

Client Coaching / Mentoring Agreement

Before we commit to working together you should be familiar with my policies and procedures.

If you have any questions, please feel free to ask before signing this coaching agreement in the space provided below. I ask that you let me have a copy at our introductory meeting, and that you keep a copy for reference.

We will be working together for **x** sessions at a total cost of **£xxx.xx**. If, for any reason you are unable to complete the agreed number of sessions, the cost of each session held will revert to the individual session rate of **£xxx.xx**.

For a coaching or mentoring relationship to work well it must always be private, confidential and based on trust, openness and clarity of purpose. This is our agreement to commit to a coaching relationship.

I, the coachee, will demonstrate my commitment to the coaching relationship by:

1. Meeting or calling on time for each scheduled coaching session, in or from a place free of interruption or disturbance.
2. Remembering that every coaching conversation is totally confidential and that it is in my best interests to be absolutely honest.
3. Giving at least 48 hours advance notice, by email or telephone, if I need to reschedule or cancel a coaching session. If not, I agree to forfeit the session unless an alternative has been agreed with my coach.
4. Accepting that I am absolutely responsible for my own actions and decisions, and initiate the coaching relationship on this basis.
5. Agreeing that I will raise, without delay, anything that I am unhappy about so that it can be resolved, thereby ensuring time is well spent.
6. Agreeing to undertake a half hour introductory session at the outset. Coaching sessions are to be scheduled at a time mutually agreeable to myself and my coach. These sessions are generally 1-1.5hrs in duration.
7. Agreeing to ensure that all invoices are settled within 14 days of receipt. If, for any reason I am unable to complete the agreed number of coaching sessions, I agree to pay the individual session rate for all completed sessions.
8. Accepting that this Coaching Agreement does not come into effect until it is signed by both parties.

Signed:

Date:

Print Name:

As your coach, provided that you demonstrate your commitment as above, I agree to coach and/or mentor you to the very best of my ability with loyalty, perseverance and objectivity.

I will focus on future goals, keeping you on track, building on your strengths; identifying plans for action, helping you face facts, explore possibilities and options and develop your potential by asking questions and making empowering requests.

Depending on our initial agreement, I may from time to time offer advice or guidance which you are free to use or disregard as you see fit.

I am fully committed to your success and will work with you help you discover, learn, grow and achieve your goals.

Our conversations will be treated as confidential. I will not to use or disclose any information that you share with me unless failure to disclose such information will lead to or support a criminal act.

Signed:

Date:

Ruth Wootton