

Coaching Agreement

for

This agreement is between Juanita P. Smith (coach) and _____ (client)
and will commence _____.

Definition of Coaching:

The International Coaching Federation (ICF) defines coaching as partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential. Coaches honor the client and believe every client is inherently strong, capable, and wise.

Coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association and is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment. The Client will seek independent professional guidance for these matters.

I have completed the Duquesne University Professional Coaching Certification Program (ICF Certified Program), am a member of the International Coaching Federation (ICF) and abide by The Ethics Code of ICF. You can review The Code of Ethics at <http://www.coachingfederation.org/ethics/>

My Role as Coach

- To provide honest authenticity and integrity throughout the coaching process and ask stimulating questions to explore your issues and challenges;
- To serve as an objective listener, observer, sounding board, and “mirror” to help you view your life, challenges, issues, all from a non-judgmental vantage point;
- To hold you *accountable* for the goals and priorities as set forth;
- To celebrate your successes, breakthroughs, new discoveries, accomplishments, milestones you set for yourself;
- To offer support, encouragement, perspective, strategies, and accountability, and to support you in achieving your desired results.

Your Role as Client

- To enter into the coaching relationship as fully transparent and committed, willing to share thoughts, strengths, weaknesses, challenges, and successes;
- To remain accountable and truthful to believe in the process;
- To commit to do the work (assignments, engagement, participation) both during the coaching sessions and outside of the coaching sessions;
- To be fully engaged with self-discovery, throughout the coaching relationship

I will also ask you to maintain a “coaching journal” for the length of our relationship. You can use this journal to log and capture your reactions, observations, and any questions that may arise during the program. Also, to log your successes that may be aligned with your growth, competence, and confidence, and in honor of the goals and aspirations you have shared.

Fees/Invoicing: My fee is **\$150.00 per session** for **six (6) 45-60-minute sessions**. The coaching sessions will be held via Zoom online platform. The coaching services must be paid for in advance, *or they cannot be provided*. Invoice will be provided/emailed prior to each session. Invoices can be paid via Cashapp (\$jpsmith119), via PayPal, or by check (payable to Juanita Smith) (address below). If the Client prefers to continue the coaching arrangement beyond the six sessions, a renewed agreement will be drafted.

The Coaching engagement, which centers solely on the Client, includes:

- 45-60-minute sessions, scheduled as agreed
- Email and phone contact as appropriate, *in between* sessions
- Unlimited exercises, assignments, or any other activities
- Access to various tools and resources for your development and success
- Access to networks, references, and referrals, as appropriate

Missed Sessions:

If the need arises to cancel an appointment, as could occur, please contact me no later than 24 hours in advance. As your Coach, I too will notify you if I need to cancel an appointment.

In the event you do not notify me of the need to cancel and reschedule, the missed appointment will be billable and payment due within ten days.

Confidentiality: Our relationship is *completely confidential*. I will not reveal the content of our coaching sessions to anyone. You, of course, are free to share whatever you choose. I deeply respect your willingness and openness to be truthful with me, and our mutual trust in each other is paramount in this relationship. If you at any time feel this confidentiality has been breached, please bring it to my attention.

Release of Information:

As your coach, I engage in training and continuing education pursuing and/or maintaining ICF (International Coach Federation) Credentials. That process requires the names and contact information of all Clients for possible verification by the ICF. By signing this

agreement, you agree to have *only* your name, e-mail address and start and end dates of coaching shared with ICF staff members and/or other parties involved in this process for the sole purpose of verifying the coaching relationship, *no other information will be shared*.

Client Agrees Initials: _____

Client Refuses Initials: _____

I have read and agree to the above.

Client Signature

Date

Coach Signature

Date

Ms. Juanita P. Smith