

Name: _____

Date: _____

COACHING AGREEMENTS:

1. I will be positive, accountable, committed and open minded.
2. I promise to be coachable.
3. I will be on time to all sessions and I will communicate as soon as possible if I will be late or need to cancel.
4. I will be authentic and real about my strengths and weaknesses including the amount of support I need to be successful.
5. I promise to be ambitious and be responsible to bring the determination necessary to achieve anything I set my mind to.

Weekly coaching sessions will last 60 minutes.

Coaching will address **your** success in **your** career. I will coach from what it will take for you to achieve your goals. Together we will clarify thought processes, brainstorm, and identify plans of action. We will review progress, results, successes and failures so that we can identify what is required for you to be successful.

Throughout the working relationship, we will engage in direct and personal conversations. You understand that successful coaching requires active collaborative between client and coach. In the coaching relationship, the coach plays the role of a facilitator of change, but it is your responsibility to enact or bring about the change.

My Responsibility as your coach: to clarify and encourage you to set the goals that you really want; to ask you to do more than you have probably done on your own; to help you to focus better in order to produce results more quickly; to provide you with the tools, support and structure to accomplish more.

As your coach, I will ask questions, encourage, advise, challenge, make requests and listen for your commitment so that your actions are consistent with your goals, your values and your vision. My focus will be upon you and what you want and how you can best get it. From time to time I will challenge you and your beliefs to help you break through what stops you in taking action.

Typically, I ask you to work out perhaps two or three goals or actions to focus upon between our sessions together. If I am pushing you too hard, then it is important for you to say so. If you want to be pushed harder, it is also important for you to say so.

Our relationship is a collaborative one and the more you put into it the more you will get out of it. Ask me questions, challenge my point of view, bring resources to the table that you've found, tell me where I'm wrong, and share with me your insights along the way. You are your own best expert.

Your Responsibilities: Focus on What You Really Want- Coaching works best when you have clear goals that are based on what you really want to achieve. Firstly, it is important for you to consider deeply what you want your work and your life to look like. Secondly, it is important to identify the gaps between the way things are now and how you would like them to be. It is true that many people struggle with this, but the coaching relationship can help you work this through if necessary.

Understand that You Will Develop -Working with an empathic and professional coach is a definite way to grow and develop. Most clients take on a coach to work on specific goals and much of their time and energy is directed towards this. However, the coaching relationship also may allow you to discover something more about yourself. This is just a natural consequence of the coaching process and you do not need to concentrate on it, but just recognize that it is likely to occur. Accelerated personal and professional growth is the hallmark of coaching.

Increase Your Willingness to Step Up - Part of my responsibility is to ask a good deal of you. This is not meant to exhaust you or extend you beyond your bounds, but simply to ask more of you than perhaps maybe you have asked of yourself recently. It is important that you be willing to experiment with fresh approaches and try new beliefs. I will encourage you to be honest with yourself, raise your personal standards and set higher goals. However, you are the best judge of what is right for you. Nevertheless, the more you are willing to grow and develop, the greater will be the benefits from coaching.

Come Prepared to Each Coaching Session - To get the most value out of each coaching session, is important that you prepare an agenda for each session. To that end, the "Coaching Preparation Form" may be of assistance to you. Preparing your agenda does not have to be time-consuming, but if you spend 10-15 minutes preparing, it has a significant impact on our session together. If we talk by phone for our session, you could send me an agenda beforehand.

Complete Your Promises - After each session, you will decide on the actions or goals you want to focus upon. I expect you to keep the commitments you make and will work with you to make sure that you are setting worthwhile, realistic and achievable goals. If you know that you have a busy week or two ahead, your homework might be as simple as thinking about a new perspective. If you have more time, you might decide to handle a bigger task. It is my responsibility to hold you to account for what you say you want to accomplish. It is your responsibility to be honest and authentic about what you say and do.

If you believe the coaching is not working as desired, you will communicate and take action to return the power to the coaching relationship.

Other terms may be added over time with the agreement of all parties.

Agreed upon by:

Name

Name

Date

Date