



Personal Leadership Business Development

Coaching Agreement

Definition of Coaching:

Professional Coaching is an ongoing professional relationship that helps produce positive results in individual lives, careers, businesses and organizations. Through coaching, clients can deepen their learning, improve performance and enhance their quality of life.

Coaching is not therapy or counselling. You, the client will choose the focus of our conversation and together we will engage in an inquiry that will likely involve me, the coach, asking questions, contributing observations and insights in order to open up avenues to you fulfilling your desired outcomes.

My Commitment to our Coaching Relationship:

- I will exercise a high degree of professionalism, integrity and honesty.
- I am committed to your success; therefore, I commit to following your agenda. What you say you want is my absolute focus and the focus of every coaching conversation.
- I will, at all times, maintain the highest ethical standards and follow the Ethical Guidelines of the International Coaching Federation (ICF).
- Our coaching sessions are completely confidential. I will not reveal any of the content of our coaching sessions.
- **I am not:** A personal consultant, personal trainer, therapist, life manager, minister, or an expert in your life. The power of coaching exists in our relationship.

Your Commitment to our Coaching Relationship:

- I request that you also bring a high degree of professionalism, integrity and honesty to your coaching sessions.
- I request that you allow yourself to be open to new possibilities, fresh ideas and unique ways of finding solutions.
- I request that you be accountable and committed to producing your results.
- I request that you use all of the resources provided, including me as your coach, to the fullest extent to get the most from your coaching.
- I request that you be prepared for each coaching session including the completion of any requested form or homework assignment.

Getting the Most from Your Coach:

- Come with a clear agenda and lead our sessions. That is, if you know exactly what you want from our coaching appointment you are more likely to get it.
- Please use our relationship as a resource, not as an answer. I will help you to discover your own answers. I do not and will not tell you what to do.
- Communicate authentically by being open, honest and direct at all times. Have the courage to get your needs met. I will respect your needs.
- Make sure you are fully heard. Have the courage to express yourself openly.
- Be prepared to be challenged. I will hold you accountable to your vision and goals.

Policies and Process:

- If you cannot make our appointment, please provide at least 24-hour notice to reschedule. Missed appointments without at least a 24-hour notification will result in a charge for the missed appointment.

- If you show up or call late, your appointment may be shortened accordingly. Being more than 15 minutes late will result in the forfeiture of the session.
- Coaching is offered face to face, by phone, or Zoom. If by phone, call me at the predetermined phone number. If by Zoom, I will provide the link to connect.
- The investment for coaching is payable prior to the 1st session and subsequent payments are due the 15th of the month.
- I guarantee that you will receive positive results. If by the end of the 1st 30 days you do not receive full satisfaction, I will refund 100% of your investment. If you discontinue the coaching prior to the end of the first 30 days, I will refund the pro-rated amount.

Coaching Package:

[] 1 month coaching* Total: \$_____

[] 3 months coaching* Total: \$_____ (\$_____/month)

[] 6 Months coaching* Total: \$_____ (\$_____/month)

* The standard coaching package includes one 50-minute session per week, plus a limited number of "Micro-Coaching" sessions via e-mail. If desired, a CVI assessment can be included as a tool for coaching. If you are not completely satisfied at the end of the first 30-days, a full refund will be given.

Coaching Start Date is: _____.

Our Agreement

This agreement is between Rick Wickizer Coaching, LLC and;

Client:

First name: _____ Last name: _____.

Email: _____.

Postal Address: _____.

Phone (Pers.): _____ Phone (Work): _____.

I declare that I am coachable and will honor my commitment to our coaching relationship. I have reviewed the policies and procedures and understand my coaching package. I do not hold my coach personally responsible for any outcome that may transpire as a result of our coaching relationship. I make my choices and decisions of my own free will. I hereby agree to all of the above-mentioned terms of our agreement.

Client Signature

Date