



## Coaching Agreement

### Agreement

This Agreement for the provision of coaching services is between the Coachee, the Coach and organisational Sponsor, where appropriate and it describes the terms and conditions of the voluntary Agreement between each party.

The Coachee's objectives and learning outcomes will be agreed and documented in writing before the coaching sessions. Following this there will be a regular progress reviews both during and at the end of the Agreement.

### About the Agreement

In signing the Agreement each party states their intention to honour the terms and conditions therein.

### About Annie Kimblin

Professional Coaching Qualifications: MA in Coaching and Mentoring Practice, Certificate in Coaching Supervision (Oxford Brookes University)

Coaching experience: NHS, Local Government, private health insurance, small to medium business enterprises, and private clients.

Professional membership: European Coaching and Mentoring Council, British Psychological Society and Chartered Institute of Personal Development

Code of practice: EMCC code of ethics ([http://emccaccreditation.org/wp-content/uploads/downloads/EMCC\\_Code\\_of\\_Ethics.pdf](http://emccaccreditation.org/wp-content/uploads/downloads/EMCC_Code_of_Ethics.pdf))

Coaching Supervision: Involvement in regular, individual and group coaching supervision

Personal indemnity insurance status: Current



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## 1. Introduction

The Coach hereby agrees to provide coaching services to the Coachee subject to the terms and conditions of this Agreement.

## 2. Commencement Date

This Agreement will commence on xxxx

## 3. Duration and Termination of Agreement.

This Agreement is intended to provide for coaching sessions for one individual on an appointment by appointment basis. Notwithstanding the provision in paragraph 7 for block booking of sessions, there is no intention to provide for a minimum or maximum number of sessions. The Agreement may be terminated by either party by giving one calendar month's notice in writing.

## 4. Appointments

Weekday appointments will be held between 8am and 5pm and may be either face to face, on line via Skype or by telephone.

## 5. Venue (Face to face appointments)

11, Bridge Road, Ickford Aylesbury, Bucks HP18 9HU

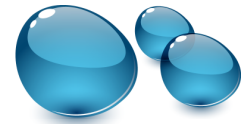
Alternatively, the Coachee may choose another venue and be responsible for the hire or booking and payment of any meeting rooms/space used for the duration of each coaching session.

## 6. Cancellations

In the event of the Coach or Coachee wishing to cancel the coaching session then the one will give the other a minimum of 48 hours notice via email, text or telephone.

If the Coachee fails to keep any appointment for a coaching session without notifying the Coach, the Sponsor or individual paying the fees will be invoiced for the full cost of the session.

If the Coach fails to keep any appointment for a coaching session without notifying the Coachee or Sponsor, the Coachee will be offered the choice of an alternative date within a minimum of 5 working



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days or an immediate full reimbursement in respect of the session where charges have been paid in advance.

## 7. Sessions and Charges:

Charges will vary according to the nature of the agreement and discounts will be offered for block booking and payment of all sessions in advance. (see paragraph 8, Billing) Note: Charges will be agreed with Sponsor and/or Coachee and will be detailed in the specific Agreement made for any coaching service.

Where appropriate, public transport will be used and charges made to cover the actual cost of the travel ticket. Travelling expenses by car will be charged at 50p per mile. Car parking costs incurred plus any other expenses such as taxis, meals and refreshments will also be chargeable.

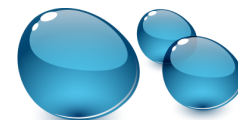
Telephone calls will be paid for by the Coachee or Sponsor.

## 8. Billing

The Sponsor or Coachee will be invoiced after each session unless a block booking has been made in which case the Sponsor or Coachee will be invoiced in advance at the discounted price. Payment is due within 30 days of invoicing.

## 9. Feedback

At agreed intervals and where appropriate, it is proposed that parties to the Agreement review the outcomes of the coaching intervention and any other matters associated with this Agreement at no additional charge by the Coach. In instances where there is no organisational Sponsor, the Coach and Coachee will meet to review progress at a time that is mutually convenient.



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## 10. Confidentiality and disclosure statement

The Coach will keep all the content of coaching sessions confidential. However, performance and developmental outcomes discussed at the start of the Agreement with all three parties will be reviewed at the meetings referred to in paragraph 9.

It is normal practice for professional coaches to attend coaching supervision sessions with a supervising coach at which the Coach will discuss aspects of their coaching practice on an anonymous basis.

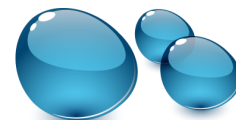
Hand written notes and records will be securely stored at the Coach's home in a confidential file for 12 months after the Agreement has ended and then be shredded. Hand written notes taken by the Coach during the coaching sessions will be shared with the Coachee on request. The Coach will use headphones for telephone coaching sessions and have no other persons present when engaged in calls.

Any other details about the Coachee will be held in a confidential file on the Coach's computer for 12 months after the end of the Agreement, after which time, the file will be deleted.

## 11. Liability

The Coachee is responsible for their own achievements and success, and the Coach cannot and does not warrant that the Coachee will take any specific action or attain specific goals or outcomes. The Coach is not a qualified therapist or counsellor and does not offer therapy or aim to treat mental health or psychological disorders. The Coach does not accept responsibility for any decisions, choices or actions that the Coachee might make whilst receiving or as a result of coaching.

In signing this Agreement the Coachee and the Sponsor agree that they are aware of the limitations of coaching under this Agreement as described in the above paragraph and confirm that to their knowledge there is no reason why they should not enter into this Agreement and the coaching services provided therein.



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## 12. Variations

The terms of this Agreement can only be modified by the prior, express, written agreement of the parties to this Agreement.

**Sponsor's Signature**

**Date**

**Coachees Signature**

**Date**

**Coach's Signature Annie Kimblin**

**Date**

example of coaching agreement



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## APPENDIX

### Details of parties involved in the Agreement

Coach Annie Kimblin, Looking Glass Coaching and Mentoring Consultancy

Address 11 Bridge Road, Ickford, Aylesbury, Bucks, HP18 9HU

Start date

Email Address [anniekimblin@hotmail.com](mailto:anniekimblin@hotmail.com)

Website address [www.lookingglassconsultancy.co.uk](http://www.lookingglassconsultancy.co.uk)

Organisational Sponsor

Address

Email

Telephone

Mobile

Coachee/Client Name

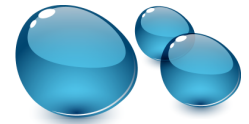
Address

Email

Telephone

Mobile

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If you're considering having some coaching support its worth thinking about the reasons why you want coaching and who might be best placed to work with you. Coaches come from a variety of different professional background such as business, therapy, healthcare, education, counselling, learning and development and human resources and many specialise in particular areas such as improving performance, personal development, managing transition and change, or making life enhancing changes as in life coaching.

People come for coaching for lots of different reasons and it could be something quite specific such as a goal, ambition or target to focus on or a less tangible issue like wanting to feel more confident or .

So you could have feelings goals such as....

- I am feeling anxious about my interview that is coming up because I haven't done anything like this in years.
- I am feeling physically tired and emotionally drained working full time and want to do something about my situation
- I am feeling overwhelmed at work and would like to learn how to manage my time much better

Behavioural goals such as.....

- I want to get fitter and start incorporating some form of exercise into my weekly routine but don't know where to start
- I want to start making more of a contribution at meetings because I feel quite strongly about some of the issues that our team is working on at the moment
- I'm not getting on with my new manager and would like to develop more effective ways of dealing with this

Goals related to changing an unhelpful attitude or assumption:

- I think I am being overlooked for promotion and want to develop some options for my future
- My work colleagues think I am obstructive because I don't agree with some proposed changes that I know won't work, and I would like to resolve this situation.

Goals related to achievements and successes you want in your life

- I want to set up my own business and make a success out of it
- I want to gain some further educational achievements and put these to good use.
- I want to travel more and even spend some time as a voluntary worker in developing countries