

# Coaching Agreement

\_\_\_\_\_  
**Name**

**Address**  
\_\_\_\_\_  
\_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

\_\_\_\_\_  
**Client's name**

**Address**  
\_\_\_\_\_  
\_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

## Coaching Agreement

This Coaching Agreement ("Agreement") is made between  
\_\_\_\_\_ ("Coach") and \_\_\_\_\_  
("Client") as of \_\_\_\_\_ [Date].

## Purpose and Scope of Coaching

The purpose of this coaching relationship is to assist the Client in achieving specific personal, professional, or educational goals. The Coach will provide support, guidance, and accountability to the Client throughout the coaching process.

## Confidentiality

The Coach acknowledges that during the coaching relationship, the Client may share personal and confidential information. The Coach agrees to maintain strict confidentiality and will not disclose any information shared by the Client unless required by law or with the Client's explicit consent.

## **Responsibilities and Commitments**

### a. Coach's Responsibilities:

- Provide coaching services to the best of their abilities.
- Maintain a professional and ethical coaching relationship.
- Respect the Client's goals, values, and beliefs.
- Keep all coaching sessions on time and provide notice of any rescheduling in advance.

### b. Client's Responsibilities:

- Be fully committed to the coaching process and actively participate.
- Be open, honest, and willing to explore new ideas and perspectives.
- Complete agreed-upon assignments or actions between sessions.
- Respect the agreed-upon coaching schedule and provide advance notice of any rescheduling.

## **Coaching Sessions**

### a. Schedule:

The Coach and the Client will agree upon the frequency and duration of coaching sessions. Sessions may be conducted in person, over the phone, or through video conferencing.

### b. Session Format:

Coaching sessions may include discussions, exercises, goal setting, and action planning. The Coach will tailor the sessions to meet the specific needs and goals of the Client.

### c. Session Cancellation:

If the Client needs to reschedule or cancel a coaching session, they must provide at least [number of hours/days] notice to the Coach. Failure to provide sufficient notice may result in the session being forfeited.

## **Fees and Payment**

### a. Fee Structure:

The Client agrees to pay the Coach the agreed-upon fee for coaching services. The fee structure and payment terms will be specified separately in an invoice or agreement.

### b. Payment Schedule:

The Client agrees to make payment for coaching services in a timely manner according to the agreed-upon payment schedule.

### c. Late Payment:

If the Client fails to make payment by the agreed-upon due date, the Coach reserves the right to suspend or terminate coaching services until payment is received.

**Termination**

Either party may terminate this Agreement at any time by providing written notice to the other party. In the event of termination, the Client will remain responsible for any outstanding fees owed up to the termination date.

**Limitations of Liability**

The Coach is not responsible for any actions, decisions, or consequences of the Client resulting from the coaching relationship. The Client acknowledges that coaching is not a substitute for professional advice and that they are responsible for their own choices and decisions.


**Governing Law and Jurisdiction**

This Agreement shall be governed by and construed in accordance with the laws of \_\_\_\_\_[State/Country]. Any disputes arising from this Agreement shall be subject to the exclusive jurisdiction of the courts located in \_\_\_\_\_ [City/Region].

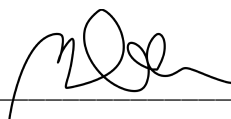
**Entire Agreement**

This Agreement represents the entire understanding and agreement between the Coach and the Client and supersedes any prior agreements or understandings, whether written or verbal.

By signing below, the Coach and the Client acknowledge that they have read and understood this Agreement and agree to be bound by its terms and conditions.

**Coach:** \_\_\_\_\_  


**Date:** \_\_\_\_\_

**Client:** \_\_\_\_\_  


**Date:** \_\_\_\_\_