

Coaching Agreement between
Star Leadership LLC _____ (coach) and _____ (client)

Both parties agree upon the following conditions for performance:

- 1. Time Agreement:** The initial coaching session will be a 2 hour goal setting and discovery meeting. A questionnaire will be sent to help guide the initial coaching. After, coaching will be about +/- 2 hours of coaching per month or per unit. Sessions are typically either 2 - 1 hour OR 3 - 45 minutes OR 4 - 30 minutes in frequency and duration. You are welcome to leave messages between calls, to call or email with questions, or to share related news. There is no additional charge for this service. It is part of the coaching partnership.
- 2. Duration:** The agreement is a month to month (or unit to unit) timeframe, which may be terminated at any time, with advance notice. The above client and coach agree to provide each other with notice and to schedule a completion session.
- 3. Payment Information:** Your coaching month or unit starts the day of the first coaching session.
- 4. Missed Calls and Late Calls:** The coaching fee is a per month or unit fee, not a per call fee. If you must change an appointment, please give at least 24 hours notice. If you miss or reschedule an appointment without giving 24 hours notice, you may forfeit that time. Please make all calls on time. If you are 10 minutes late we will call you to reschedule. If for any reason you must be late please call ahead of time.
- 5. Confidentiality:** All information discussed between client and coach is confidential.
- 6. Preparation:** Please come to each session prepared to participate fully. You drive the agenda for the call. It will help structure the call if you email an agenda or the Coaching Information Sheet ahead of time.
- 7. Honesty:** Be honest. As your coach, it is essential for us to aware of past or present events, additions, and/or ways of thinking that may influence your life now.
- 8. Shared Responsibility:** Having a coach is a shared responsibility. Lead the session, ask for what you want, let me know what is working and not working in our coaching partnership. My promise to you is that the coaching will be unconditionally constructive and it will challenge you. I ask your permission that the coaching will be bold and forthright. I trust that you will tell me if I go too far.
- 9. Coaching Standards:** The coach is certified and a member of ICF. The coach adheres to the ethics and standards of the International Coaching Federation:
www.coachfederation.com

Our signatures on this agreement indicate full compliance with the requests and the promises above, and complete understanding of the service to be provided.

Client: _____ Date: _____
Star Leadership LLC coach: _____ Date _____



Personal Information Fact Sheet

All personal information is confidential and is treated appropriately.

Full Name:

Name you like to be called:

Home Mailing Address:

Home Phone:

Email:

Cell Phone:

FAX:

Current Employer Name:

Employer Address:

Work Phone:

Work Email:

Other:

If any of the above information changes, let us know!

Thank You.