



LORRAINE RICHMOND  
LEADERSHIP COACHING

## Coaching Agreement

...coaching helps people forward value-based action with integrity and purpose

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Client Name: \_\_\_\_\_

This agreement, between Certified Coach Lorraine Richmond and the above-mentioned client will begin on Date, 2016.

Our decision is not legally binding but it is a decision we've made to partner together for a 6-month Leadership Roundtable Focus Group with the client's values and purpose top of mind. No guarantees have been made to me as to the expected outcome of the coaching, although I understand that the more attention and effort in completing my commitments, the better my results will be for my life and/or business.

The fee for the 6-month Leadership Roundtable Focus Group is \$197/month plus applicable taxes (or \$297/month plus applicable taxes for the LR Focus Group for Experienced Leaders). First payment of a 50% deposit of total fee, payable prior to first meeting with this signed agreement will constitute the confirmation of our agreement to work together for the duration of this commitment. The last payment, the final 50% payment is due at the mid-point of the agreed duration of our coaching partnership. (applicable taxes included). Future coaching is available for \$250/hour or by a mutually-agreed new coaching partnership contract.

I agree to allow my coach to document the coaching hours with me for submission to the International Coaching Foundation for certification as a coach. I agree to allow my coach to keep a confidential record of my name, phone number and email or mailing address in order to meet the requirements for coach credentialing by the International Coach Federation ([www.coachfederation.org](http://www.coachfederation.org)). This information will be utilized strictly for the purpose of meeting these requirements and following the credentialing process where two assessors will validate my coach's list and subsequently destroy the two copies, only the master list will be maintained within secure files of the ICF.

Throughout the working relationship the coach will engage in direct and personal conversations. The client can count on the coach to be honest and straightforward in asking questions and making requests. The client understands that the power of the coaching relationship can only be granted by the client.

As a client, I understand and agree that I am fully responsible for my well-being during my coaching session, including my choices and decisions. I am aware that I can choose to discontinue coaching at any time. I recognize that coaching is not psychotherapy and that professional referrals will be given if needed.

I understand that life coaching is a professional relationship with my coach that is designed to facilitate my personal growth and carry out specific strategies or plans for achieving my goals. I understand that all decisions in these areas are exclusively mine and I acknowledge that my decisions and my actions regarding them are my responsibility.

I understand that life coaching is not therapy, counseling, advice-giving, mental health care, or treatment for substance abuse. The coach is not functioning as a licensed mental health professional, and coaching is not intended as a replacement for counseling, psychiatric interventions, treatment for mental illness, recovery from past abuse, professional medical advice, financial assistance, legal counsel, or other professional services.

I understand that information will be held as confidential unless I state otherwise, in writing, except as required by law, or if the coach has reason to believe there is an intent to harm, either myself or someone else.

Our signatures on this agreement indicate full understanding of our agreement with the information outlined above.

Client signature: \_\_\_\_\_

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

Coach signature: \_\_\_\_\_

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

*Values-based Leadership Requires Awareness, Accountability and Action*