

*Ask and Receive Coaching, LLC*

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## Coaching Agreement

The aim of any coaching relationship is to have the client shift the way they see and thus act in their personal and/or professional world. The desired outcomes vary from client to client, given your own personal goals and concerns.

Possible outcomes include a better understanding of your impact on others and the results you are trying to attain; better relationships with others; more effective coordination of action; practices and strategies for being a more effective leader; greater well-being and personal satisfaction, just to name a few.

The coaching relationship between the coach and client is founded upon mutual respect and trust. The central focus of the coaching relationship between a Newfield Network and ICF Certified Coach and the client is the wellbeing of the client. The coach will hold the coaching conversations to be confidential and will not reveal any aspect of the coaching relationship to any outside party without the express written permission of the client, except the following:

(1) I give permission for Stacey W. Bevill, ACC, NCC to release my name and email to the International Coach Federation, (ICF) for the sole purpose of renewing of credentials or pursuing additional credentialing with the ICF. I understand that my name and contact information will never be shared or sold to a third party or used for any purpose and will only be used for credentials.

(2) I give permission for my coach to discuss my situation with colleagues or mentors for the purpose of gaining additional insight, under the condition that my name or specific details of my life are not shared, taking precautions to preserve my privacy.

Experience tells us that any new learning can be uncomfortable. Entering into a coaching relationship requires the willingness to leave familiar shores and venture into uncharted waters. The coach will support and guide you through this process, but the process and the results belong to you.

By signing this agreement and entering into the coaching relationship, you agree to the following:

- As a client, I understand and agree that I am fully responsible for my physical, mental and emotional well-being during my coaching sessions, including my choices and decisions. I am aware that I can choose to discontinue coaching at any time.
- I understand that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association. I understand that coaching is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment and I will not use it in place of any form of diagnosis, treatment or therapy.
- I promise that if I am currently in therapy or otherwise under the care of a mental health professional, that I have consulted with the mental health care provider regarding the advisability of working with a coach and that this person is aware of my decision to proceed with the coaching relationship.
- I understand that information will be held as confidential unless I state otherwise, in writing, except as required by law.
- I agree to call/meet with my coach at the pre-arranged time and place as scheduled. I will make any cancellations at least 24-hours prior to the scheduled conversation.
- I understand that coaching is not to be used as a substitute for professional advice by legal, medical, financial, business, spiritual or other qualified professionals. I will seek independent professional guidance for legal, medical, financial, business, spiritual or other matters. I understand that all decisions in these areas are exclusively mine and I acknowledge that my decisions and my actions regarding them are my sole responsibility.
- To engage in and sustain a successful coaching relationship, I agree to:
  1. Declare that my learning is a top priority during this coaching relationship.
  2. Give permission to my coach to coach me.
  3. Approach my learning and growth with the wonder and awe of a “beginner.”
  4. Agree to share all relevant information with my coach.
  5. Be responsible for my own learning and growth. Make specific requests when my needs are not being met in the coaching relationship.
  6. Be responsible for my actions and inaction.
  7. Contact my coach in a timely manner to set up coaching conversations.
  8. Trust that my coach has my wellbeing as their sole concern.
  9. Share with my coach any concerns or discomfort that I have about the coaching relationship, specific interactions between me and my coach, and my general experience of coaching.

I have read and agree to the above.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client Email for ICF verification: \_\_\_\_\_

I, as your coach, agree to:

- Abide by and uphold the ethical guidelines of the coaching profession as defined by the International Coach Federation, including keeping all our conversations confidential.
- Notify you as soon as possible of any changes in my schedule.
- Wait at least 10 minutes for you to arrive for the coaching conversation before canceling our session.
- Respond to your agenda, goals and needs for the relationship rather than imposing a direction or agenda of mine.
- Allow you to cancel our coaching relationship at any time if you assess it is not a valuable use of your time and pay only for the services used to date.

Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## GETTING STARTED WITH COACHING

What do you know about coaching? What is your experience with coaching?

What expectations do you have currently for your coaching experience?

What tips would you give your coach to work with you most effectively?

What are 3 things you would like your coach know about you?

What resolutions or goals are you considering? Write your answer from the standpoint of expanding your potential, rather than fixing faults.