



Peeler Associates

Helping Leaders Grow

Coaching Information

Coaching Agreement	Welcome to Coaching – A process that leaders report to be exhilarating, eye opening, and transformative. This information is provided to new clients and their company sponsors, if applicable, as an addendum to the Coaching Agreement.
Coaching Services	<p>If you are the Coachee (Client), you will be asked to sign a Coaching Agreement which references this document and stipulates certain terms. If your coaching is being sponsored (paid for) by your company, a company representative (Coaching Sponsor), authorized to enter into agreements on behalf of your company, must sign a Coaching Agreement as well.</p> <p>The coaching services may be performed in person or by telephone, per a program to be jointly designed by the Coach and the Client. Coaching will focus on the Client’s agenda and will address specific goals, projects, challenges, or general conditions in the Client’s professional or personal life. Coaching services include listening, questioning, reframing, brainstorming, challenging and requesting. The Coach will work with the Client to clarify goals, examine assessments, and identify action plans. Services may include the administration of specific 360° feedback assessment tools, if contracted. The Coach may assign work that the Client will be expected to complete outside of scheduled sessions, in order to facilitate the Client’s learning.</p> <p>Coaching is not advice, therapy, or counseling, and should not be used as a substitute for these services, which should only be sought from qualified and licensed practitioners.</p>
Cancellations	The Coach promises not to cancel coaching appointments, except in the event of actual and extreme emergencies. The Client is likewise expected to keep scheduled appointments. The Coach reserves the right to charge a fee for appointments that are missed or cancelled with less than 48 hours notice.
Confidentiality	During the coaching relationship, the Coach and Client will engage in direct and personal conversations. The Coach promises that all information discussed will be kept confidential to the extent allowed by law. Reports to the Coaching Sponsors will be limited to topics regarding the scope and progress of services and will not include coaching conversations.
ICF	The Coach subscribes to the code of ethics and other standards of the International Coach Federation (ICF). For the purpose of credentialing, the Coach must document and submit client coaching hours to the ICF. By signing the Coaching Agreement, the Client agrees that their name, contact information, and coaching hours may be documented and provided to the ICF and, further, authorizes the ICF to contact them for verification if necessary. The Coach will not disclose, and the ICF will not ask about, the specific coaching topics.
Ending	Because it is important to bring closure when ending the coaching relationship, if the Coach or the Client (or the Coaching Sponsor) desires to suspend coaching prior to the agreement period, each promises to give the other at least 30 days notice.
Open Communication	Coaching is most powerful when both the Coach and the Client are direct and honest. Accordingly, should either the Coach or the Client ever feel that the coaching relationship is not working properly, it is important that he or she communicate the issue to the other so that any issues may be candidly addressed and resolved.