

Guidelines for a successful coaching assignment:

Prior to commencing a coaching assignment:

- ✓ Identify, in broad terms, your expectations from the overall coaching assignment.
- ✓ Review the behavioural/attitudinal impact you're anticipating.
- ✓ Plan for success through our mutual commitment to the coaching process.
- ✓ Review, and seek to confirm, the following commitments:

.Your commitments as my Client:

- Explore changes in your own vision, values, and behaviours.
- Examine how your own behaviours and actions affect the systems in which you operate.
- Work in open exploration with your coach; help your coach to understand the forces of the organisational system.
- During the coaching process, take responsibility for your actions and remain aware of the impact of your behavioural changes on others and the organisation as a whole.

My commitments as your Coach:

- See you, your position, and the organisation through multiple lenses and perspectives.
- Maintain an objective and impartial perspective by resisting collusion with you or the organisation.
- Recognise and appreciate the complexity of the organisational structure in which you function.
- Encourage you to explore both long- and short-term views.
- Recognise the interaction of all parts in the whole, especially how change in one of your behaviours may affect other behaviours and other people.
- Help you to distinguish between high- and low-leverage changes.
- Encourage commitment to the highest-leverage actions to achieve results.

Commitments Statements: Refer to Principles and Guidelines - 6th Edition Handbook by the Executive Coaching Forum 2015



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COACHING AGREEMENT

Hello

Congratulations - for stepping forward and deciding to be coached. I look forward to working with you, as you expand your past successes and embark on new life journeys!

Confidentiality

I pledge that I will not at any time, directly or indirectly use any information disclosed by you or communicate any information to a third party without your prior agreement and approval.

I strictly adhere to the coaching ethics on <https://coachfederation.org/icf-ethics>

Coaching may cover such topics as

- Topics of your choice, personal or business
- How to thrive through your personal transitions rather than merely survive
- How to further streamline your environments into a lifestyle which is 'perfect' for you
- Anything else you wish to bring to the table!

Coaching will NOT cover

- If there are any things you would like me to steer clear of, please let me know!
- Coaching evolves and changes as the sessions progress. If there is anything that comes up which you do not wish to discuss, let me know and I will respect your wishes; however,
- I am comfortable covering anything you wish.

Your Aims/SMART Goals

Please take some time to consider your top (three or more!) aims/outcomes from your coaching sessions. By your providing me with this information, I can concentrate on your areas of highest priority. As always, we will approach these sessions with flexibility, focusing on things which are most pertinent to you at the time of the coaching session.

- 1.
- 2.
- 3.
- 4.

In the interests of providing the best client-centred service I can, I seek, as far as possible, to offer coaching which best serves you and your preferred way of working. I continue to



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study and research new coaching techniques, methods, tools and options and may offer different approaches to find the best fit for you and the situation around which you are being coached.

Satisfaction Guarantee

If you are not totally satisfied with the quality of the coaching you receive, a full refund for the current session will be given. Coaching is very personal, it is about *YOU!* I will provide you with feedback, techniques, approaches and perspectives; however, how you assimilate them into your daily life is your personal choice.

Starting Date, Sessions, Fees, Procedures, and Cancellations

Coaching Dates – The time of our sessions to be agreed

Schedule of Coaching Sessions:

- 8 coaching sessions (more to be negotiated if you feel they are required)
- The coaching sessions duration will depend on your requirements (usually between 1 and 2 hours)
- As soon as you decide you are ready to stop being coached, any prepaid, unused sessions will be refunded in full.

Session Procedure – in person, by phone, Zoom, Facetime or Skype; however, I would recommend at least an initial face-to-face coaching session with other meetings being arranged/based on our mutual availability.

Fees – Coaching sessions - as agreed, at an hourly charge of \$xxx.00 + GST plus travel (when required)

Travel: A nominal charge of \$xxx.00 per hour (max 2 hours), for trip time, plus \$x.xx per kilometre.

Payment Procedure – Within 15 days of invoice, through internet banking using the details on the invoice.

Cancellation charge – Given a commitment to provide each other with as much early notice of changing schedules as possible no cancellation charge will be made; however, should I have commenced the journey to the agreed location for the coaching session, I reserve the right to charge for the time and travel incurred.



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Relationship

The coaching relationship is not professional therapy or psychological counselling. If this is what is needed, it is the responsibility of the client to seek a licensed professional.

Termination

As a professional certified coach, my role is to provide you with the tools and techniques to better manage the situations you are facing. I specialise in Change Management, Leadership Development and Transformational Coaching, with the aim being to enable you to adopt/implement new and preferred ways of thinking and being. When you no longer require further coaching support, termination will be based on verbal agreement, followed by formal confirmation in writing or by email.

I will follow-up, at some pre-determined date, with a phone call so that we can each reflect on your progress.

Appreciation

Xxxxxx, once again, I congratulate you on your new role and I look forward to working with you and subsequently hearing about how beneficial you found the coaching to be. I am honoured that you have offered me the gift of coaching you.

Request

I seek to keep my coaching accreditation up to date. Once our coaching sessions are complete, I will request your permission to provide a completed client coaching log to the accrediting organisation, the International Coach Federation (ICF), who may contact you to ascertain that the information I've submitted is correct.

Kind regards

Mike Cameron

Business & Executive Coach

PCC Professional Certified Coach (International Coaching Federation),

PCC mBIT (mBraining),

C-IQ (Certified in Conversational Intelligence®)



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To whom it may concern,

From xxxx to xxxx 20xx Mike Cameron coached xxxxxx xxxxxxxxx for a total of ____ hours.

In alignment with the ICF Code of Ethics, all information in the content of the sessions remains confidential.

| Client Name | Contact Details | Start/End Dates | Pro-bono hours | Paid Hours |
|---------------------------------------|-----------------|----------------------------|----------------|------------|
| | | <i>XX/XX/XX – XX/XX/XX</i> | XX | XX |
| Total Number of Coaching Hours | | | XX | XX |

Personal Details

Please provide your details below

| | |
|--------------------------|--|
| Birthday | |
| Spouse or Partner Name | |
| Children’s Names & Ages: | |

Employment/Business/Company Details:

(If relevant)

| | |
|---------------------------------|--|
| Business Name: | |
| Street Address: | |
| City: | |
| State/Province: | |
| Code: | |
| Country: | |
| | |
| Telephone: | |
| Fax: | |
| Type of Business | |
| Your Position | |
| Hobbies / things you do for fun | |

Client: xxxxxx xxxxxxxxx Date: 23/03/2013 Signature: _____

Coach: Mike Cameron Date: 23/03/2013 Signature: _____

