



Square Cube LLC: Making Ideas Happen

The Terms of Our Coaching Agreement

NB. This is a template agreement for a prospective client to review.

We will discuss practical arrangements and modify this template to our individual coaching relationship.

Client Name: _____

Term and cancellation

This agreement between Coach: _____ and Client: _____ (hereafter the client) will begin on _____ and will continue for a minimum of four months and as long as the client chooses or the coach considers that the coaching relationship is productive for the client thereafter. After four months the contract becomes a month-to-month arrangement with a 15 day notice period either way. It is important to have a notice period so a final coaching session/s can be used to draw together the insights from coaching and the client can determine future actions.

Fees

A monthly fee of \$ _____ will be charged. This will be payable a month in advance.

The first month will be one Discovery meeting (2 hours, charged at a flat rate of \$ 350) and 1 or 2 x 50 minute coaching session.

Thereafter we will have 2/3 (frequency to be determined during initial session, but this can be altered) 50 minute coaching sessions per month.

The fee is payable in advance each month on the 1st of the month.

Payment will be made by PayPal or electronic transfer to our account at Chase Bank. We will discuss your preferred payment option during our initial session.

Holidays

Both client and coach may be taking some vacation time during the period of the coaching. While both client and coach should do their best to re-schedule appointments this may not be possible. So long as three weeks notice period is given the monthly fee will be adjusted to reflect a reduced number of appointments for that vacation month.



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Missed appointments

Square Cube's policy is that payment is taken, whether or not the client shows up for their allotted coaching session. Coaching is a commitment by the client to themselves, so it can reasonably be assumed that it is a matter of priority for the client to make all their appointments. However if there is a real emergency then the client should get a message to the coach to explain an appointment needs to be cancelled and to re-schedule within a 10-day period.

Preparation and out of session enquiries

To get the most out of the coaching session the client should be prepared to come to the session ready to fully participate in their coaching, to have managed interruptions for the 50 minute session and to be in a quiet place for their coaching so they can focus for that time on themselves.

The client should have mentally prepared for the session considering progress towards and outcomes of any agreed out of session enquiries or actions taken. The client should consider any issues they wish to bring to the coaching session. We will send you some reflection/session preparation tools that you can use.

Services

The services to be provided by Square Cube LLC to the client are coaching, which will be either face to face, over the phone or electronically or some combination of the foregoing.

The coaching relationship will be designed jointly with the client. This will be begun during the Discovery session, but the client should feel free to re-design the coaching alliance as coaching continues.

The content of the coaching sessions will be generated by the client's own interests and objectives.

The Coach has a number of strategies and tools to bring to the client's content and will ask that the client to be open to explore a number of ways of looking at and exploring the content they bring.

Coaching is a structured opportunity to explore issues, experiences and goals, to generate new perspectives, to explore why a client may be stuck, to consider the client's



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values and life purpose, and how shorter-term targets and actions match goals, values and purpose.

Coaching is powerful when the client invests in the coaching relationship and is prepared to disclose and to trust the process.

Coaching is not advice giving, therapy or counseling. While the Coach may make observations about a client's approach, default responses, ways of thinking about a situation or ask the client to consider taking certain actions towards their goal, the burden of the work in coaching falls on the client. This is as it has to be as coaching is all about the client's growth.

The client has to be prepared to take action and move things forward, to question and to take some risks, not holding on to what is most known and comfortable. Much of the work, the insights and putting insights into play will happen between coaching sessions. Coaching is not a substitute for the client taking action or the client engaging with their feelings, constructions of a situation or changing their perspectives on a situation. Coaching is a means to help the client as they work with and manage the process of change. Coaching is future oriented.

Throughout our working relationship we will engage in very direct and personal conversations. You can count on us to be honest and straightforward, asking questions and making requests. The purpose of our interactions is to remind the client of their initial intentions as explored during Discovery, to ask the client to consider how actions and situations are honoring their values and their goals. The client should firmly understand that the power of the coaching relationship can only be granted by the client and their willingness to engage in coaching. When the client feels the coaching is not working as desired, the client needs to take responsibility to communicate this to the Coach in order that they can take action to return the power to the coaching relationship.

A Coach does not explore the past in much depth nor or deal certain types of issues. The Coach will suggest to a client that they seek out alternative professional services in addition to or instead of Coaching if these seem to be the clients' needs or to better serve their interests.

Confidentiality and the limits of confidentiality

The content of the coaching is confidential to client and coach and any information held about a client is stored securely. But this is not a relationship where what is discussed is



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privileged or protected under the law, as would be the case with an attorney or a physician.

If the client raises concerns for the coach in terms of self-harm, harm to others or the commission of criminal acts then the coach will breach confidentiality.

Square Cube LLC is governed by professional and ethical standards. Your coach will be a member of one or more of the following the Institute of Coaching Professional Association, International Coach Federation and the European Mentoring and Coaching Council (www.instituteofcoaching.org, www.internationalcoachfederation.org and www.emccouncil.org).

On-going Accreditation

Square Cube’s coaches are engaged in on-going accreditation and so we ask your permission as a client that we are able to release your name, contact information and the number of hours you have coached with us to the International Coaching Federation for on-going professional certification.

Your signature on this agreement indicates full understanding of all the points made above and your agreement with the information outlined above. We ask you to sign this electronically and to return both the electronic and an original signed copy to us.

Signature of Client _____

Dated by Client _____