

Coaching Agreement with Joy Schroeder

As your coach, I look forward to partnering alongside you, the person being coached (PBC), in an ongoing relationship as you start to create change and take new steps toward defining and reaching your goals.

We agree that:

- 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. In the event that the PBC feels a need for professional counseling or therapy, it is their responsibility to seek a licensed professional.
- Coaching is a collaborative partnership designed by the PBC and coach for the purpose of helping the PBC identify goals and achieve those goals. A coaching relationship involves structured conversations, or coaching sessions, in which the PBC brings the subject to discuss, sets the agenda and the pace, decides on and takes action steps, provides their own answers, and determines the outcome. Each coaching conversation is intended to result in an action the PBC determines and which he or she is expected to carry out. Coaching results are not guaranteed. The PBC enters into the coaching experience with the understanding that they are responsible for creating their own results.
- In the coaching conversations, the coach will ask clarifying questions and actively listen to the PBC. The sessions can include: brainstorming, clarifying values, goal setting, generating options, identifying and removing obstacles to forward progress, identifying plans of action, accountability, agreements to change behavior, examining lifestyles, and making empowering requests.
- Coaching is designed to address issues the PBC would like to consider. These can include (but are not limited to) career or ministry development, relationship enhancement, spiritual growth, life management, specific personal projects, decision making, movement through transitions, sabbaticals, and/or the achievement of short-term or long-term goals.
- Coaching involves a relationship built on trust and mutual respect. Coaching is most effective when both parties are honest and straightforward in their communication, including expressing any concerns or discomfort.
- Coaching is a confidential relationship and the coach agrees to keep all information strictly confidential with these exceptions: 1) in those situations where such confidentiality would violate the law or could jeopardize the safety of the client or others, and 2) I keep a confidential record of the PBC's name, coaching hours, phone number or e-mail address for submission to the International Coach Federation (www.coachfederation.org) to meet and maintain the requirements for coach certification. Assessors validate the list and maintain it in secure files of the ICF.
- Coaching will be an on-going relationship that may take a number of months. The length of commitment and frequency of meeting times will be determined jointly by the coach and PBC; meeting at least twice per month is recommended. Efforts will be made to accommodate each other's schedules. Sessions are generally 50-60 minutes. Some or all of the coaching may be through telephone contact. The PBC is expected to take the initiative to schedule appointments and to call or arrive promptly at the agreed upon time. My contact information is 406-570-2655 joy@toolsformentoring.com.

- Fees will be discussed at or before the first coaching session.
- The coach and PBC agree to inform the other of the need to cancel an appointment. Except in unusual circumstances, this cancellation will be given no less than twenty-four hours prior to the scheduled appointment time. If the PBC misses an appointment without canceling they may be responsible for the normal coaching fee.
- Either party can terminate the coaching relationship at any time for any reason. In that case, he or she agrees to communicate their wish to the other. Prepaid unused sessions will be reimbursed.
- The PBC's signature below represents his or her understanding of and agreement to the coaching relationship and expectations described here.

Signature

- I have a mentor coach and would like your permission to talk to him about our sessions without using your real name. His and my mentor-coaching relationship is confidential. This adds value to our coaching relationship as it increases my skill level. Permission is completely voluntary and will not affect our coaching relationship. Please sign below if you give your permission.

Signature