



Coaching Agreement

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Coaching is an inquiry-based approach that helps clients produce extraordinary results in their lives, careers, businesses, or organizations. Coaching helps create awareness, focuses on improving performance, generates action, and facilitates learning and growth. This agreement outlines the expectations, policies, and fee structure of our coaching relationship.

Parties

This Coaching Agreement (hereinafter referred to as the “Agreement”) is entered into on _____ (the “Effective Date”), by and between Philip Kang, with an address of _____ (hereinafter referred to as the “Coach”) and _____ with an address of _____ . (hereinafter referred to as the “Client”) (collectively referred to as the “Parties”).

Coaching Expectations

- The Coach will help the Client reach goals and achieve greater personal and professional success through coaching. Coach owns responsibility for creating awareness, insightful questioning, active listening, and driving accountability. As needed, Coach will also provide pertinent leadership and business expertise.
- Client owns responsibility for coaching goals, providing the focus area for each coaching session, completing homework/development items, and taking ownership of personal progress.
- Each session duration is 50 minutes. Session frequency can vary by Client’s needs.
- Client will initiate the meeting schedules. Sessions will be held by telephone/Skype/Zoom/Teams or similar. In-person meetings may also be arranged as needed (additional fee/accommodation may be required for travel time).
- Parties will regularly assess your progress (at least quarterly).
- Coach is also accessible for brief “between meeting” texts, emails, and conversations.

Policies

- All coaching sessions are mutually and strictly confidential.
- Coach agrees to maintain the ethics and standards of behavior established by the International Coach Federation “(ICF)” (Coachfederation.org/ethics). Coach recommends Client also review the ICF Code of Ethics and the applicable standards of behavior.
- Parties will honor one another’s time, and mutually keep appointments as scheduled. Except for emergencies (an unexpected event over which we have no control) 24-hour notice is required for meeting cancellations. Client cancellations/reschedules with less than 24-hour notice and missed appointments

will be charged at one-half the established bill rate. Coach cancellations with less than 24-hour notice and missed appointments will net the Client one-half future session at no additional charge.

- The Parties agree that this Agreement is not an exclusive arrangement and that the Coach is entitled to enter into other similar agreements with other clients.
- Client agrees to use all “Package Rate” coaching sessions by the Package expiration date specified in Fee Structure. Unused sessions shall be forfeited.
- Client agrees to pay invoices within 15 days from invoice date.
- Our coach/client relationship may be terminated by either party, at any time, for any reason.

Limitation Of Liability

- In no event shall the Coach be liable for any damages for any indirect, consequential or special damages.
- Client understands and agrees to be fully responsible for his/her physical, mental, and emotional well-being. The Client understands that all decisions and actions regarding these areas are exclusively his/hers.
- The Coach, hereby, makes no guarantees, representations or warranties of any kind or nature, express or implied, with respect to the coaching services negotiated, agreed upon and rendered.

Payment for Services

- Coach’s fee structure is based on Client’s specific needs, as mutually discussed (e.g. during our introductory “Chemistry” discussion).
 - a. **Single Session Rate:** \$ _____ per session (Pay-as-you-go. Fees invoiced monthly.)
Coaching cadence: Bi-weekly Monthly Other: _____
 - b. **Package Rate:** \$ _____ for _____ sessions (Fees invoiced in full at end of first month.)
Coaching cadence: Bi-weekly Monthly Other: bi-weekly or as prescribed by client
Package expiration date: _____ (client responsible for package usage)

Signature and Date

Client Name

Client Signature

Date

Philip Kang

Coach Name



xx/xx/xxxx

Coach Signature

Date