

Sponsor XXXXXXXXXXXXXXXX

Address XXXXXXXXXXXXXXXXXXXX

Telephone XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

Email XXXXXXXXXXXXXXXX

Coachees XXXXXXXXXXXXXXXX

Overall Target XXXXXXXXXXXXXXXXXXXX

Schedule We have agreed a series of six sessions, with the first one on XXXXXX 2011 at XXXXX. We have agreed the following schedule for the meeting:
2.00 Short contracting meeting between XXXXXXXXXXXXXXXX
2.15 First coaching session for XXXXX (1½ hrs)
XXXXXX will have five subsequent sessions of 1 hr each

Changes If XXXXX needs to reschedule an appointment, please let me know 3 days in advance if possible to avoid a cancellation charge, which may be 50% - 100% for the session in question.

Problems If you or XXXXX have any concern about the way we are working, please tell me directly as soon as possible so we can discuss the issue in order to make the coaching work effectively for everyone concerned.

Confidentiality The coaching relationship is confidential. I will not disclose information which is shared with me during sessions, except under supervision, or in cases where there is a legal/moral obligation on me to do so.

Code of Ethics I am bound by the Code of Ethics of the International Coach Federation, to whom you may refer if necessary.

Charges We have agreed an overall fee of XXXXX for the series. I will invoice the XXXXX on a monthly basis, with XXXXX charged after the first session and XXXXX after each subsequent session.

Nature of coaching Clients should be aware that coaching is not counselling, therapy or mentoring. Results are not guaranteed. The coaching will be most successful when the coachee sees him/herself as responsible for implementing the decisions made.

Contact details Clients agree to their name, email address and telephone number being passed to the International Coach Federation for the purpose of occasional checks carried out on members of the ICF.

Sponsor

Date

Coach



Sarah Cornwall

Date XXXXX 2011