



EXECUTIVE COACHING CONTRACT

Debra Atkisson , MD, ACC

heretofore referred to as **Coach**, do hereby enter into contract according to the definitions, terms, and conditions as specified in this document for the purpose of Executive Coaching services provided by Coach to Individual Client designated as

Name: _____

Address: _____

Telephone: _____

Email: _____

DOB: _____

Method of Payment: _____

DEFINITIONS:

- a. **Coach:** As a coach certified through the International Coach Federation (ICF) the coach subscribes to the ICF definition of coaching “as partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential. Coaching honors the client as the expert in his/her life and work and believes that every client is creative, resourceful, and whole. Coaches help people improve their performance and enhance the quality of their lives. Coaches are trained to listen, to observe and to customize their approach to individual client needs. The coach’s job is to provide support to enhance the skills, resources, and creativity that the client already has.”
- b. Coaching does not constitute the practice of medicine or psychotherapy. This contract refers to the relationship of the coach and client as defined by the ICF.
- c. **Client:** _____ as the individual being coached, is referred to as the “individual client”. _____, by endorsing or prescribing coaching and providing funding, is also defined as the client (for clients whose coaching is paid by their agency.) Nevertheless, the content of coaching conversations between the coach and individual client will be maintained as confidential.

ESTABLISHING COACHING GOALS:

Coaching goals are established by the individual Client in conversation with the Coach. Coach may suggest or co-create with the client a structured process by which goals might be attained most

effectively. Throughout the coaching engagement the individual Client is free to bring up any issues for coaching discussion as long as they can be dealt with in conversations consistent with the definition of coaching. The Client is responsible for establishing the goals and for the outcomes related to the pursuit of the goals established.

CONFIDENTIALITY:

In accordance with the ICF Code of Ethics, the coach will respect the confidentiality of individual client’s information, except as otherwise authorized by individual client, or as required by law. This includes obtaining agreement with the person being coached before releasing information to another person or organization compensating the coach.

COACHING PROCESS:

Coaching process and frequency of coaching conversations will be determined by mutual agreement between the coach and the individual client. Coach agrees to be available to individual client a minimum of 5 (five) 30 minute sessions until October 1, 2021. Schedules may be changed or modified at any time upon mutual verbal or written agreement of both parties. In addition, coach agrees that per this contract individual client may arrange for short-term consultations with coach at any time between regularly scheduled sessions based upon coach’s time availability. Individual client agrees to be available and on time for coaching sessions.

TERMS OF CONTRACT:

It is agreed upon by both parties that this contract will expire in one year from date of execution. Either party may terminate this contract at any time. Unpaid fees prorated to the date of termination will be due immediately. At the conclusion of this contract parties may choose to renew or extend the coaching engagement upon mutual agreement subject to re-negotiation of fees.

FEES:

An agreed upon fee prior to entering into the contract will be determined between Coach and Coachee and collected prior to coaching sessions or at each session as determined by Coach.

Agreed upon this day: _____

Name/Title of Client (please print)

Coach or Coach’s Legal Entity (please print)

Client Signature

Coach or Coach Entity’s Authorized Signature