



Coaching Agreement

Between “LIFE COACH FOR YOU” (Sole Proprietary)

Garth Gibson (Coach)

And

_____ (Client)

What can you expect?

Garth's commitment to the Client:

- I am committed to the Confidentiality, Code of Ethics and use of information statement below.
- I will act with integrity and openness.
- I will be honest with you and take responsibility for my actions at all times.
- I will communicate with you any relevant concerns or issues I have.
- I will respect the confidentiality of our relationship at all times.
- I will provide feedback on your strengths and weaknesses and challenge incongruent and unrealistic thoughts/behaviors.
- Only with your permission will I consult with other professionals that are currently supporting you and provide you with relevant feedback as appropriate.

_____’s (Client) commitment to the coach and coaching process:

- I will be open, frank and honest with you at all times.
- I will be committed and coachable and will be prepared to try different approaches.
- I understand I decide what will be covered and how and when to end coaching.
- I am motivated to undertake the necessary development work required.
- I provide my coach with permission to :
 - Interrupt me in a session (when necessary)
 - Get tough and pose challenges / ask difficult questions
 - Repeat back what has been said (improves clarification)
 - Provide me with exercises, forms inquiries to complete between sessions
- I understand that if I am in therapy that I need to communicate with my coach.

Coaching is:

- A purposeful conversation that inspires you to create your best life.
- A short-term personal development intervention
- A series of one-on-one future orientated discussions
- A facilitative rather than a directive form of development
- Focused on action and change

- A means to develop yourself and social awareness and assists with self-regulation.

Coaching is not:

- Advice, Mentoring, Therapy, Counselling
- Medical diagnosis, intervention or treatment
- Intended to replace individual medical or psychological care in any way.

Logistics:

- As agreed, we met initially to establish the goals for the coaching and to check the chemistry between us to ensure a good working relationship. This has been confirmed, with more work required to define your coaching outcomes. Further to this we will meet face to face or virtually, as we agree in our ongoing sessions, (e.g., **one hour every week/ second week**). Please remember that this is a package; and that the real need for coaching often happens in the day-to-day running of your life. You are welcome to call, email or “text” to stay connected.
- The agreement /sessions will commence on _____ with at least **eight (8) coaching sessions to follow**. **Should it be necessary we will agree to further sessions thereafter.**
- The agreed fee from _____ is **“_____” per hourly session***.

- **Banking Details:**

Account name: M. G. Gibson
Bank: Standard Bank **Helderberg branch code:** 3012
Account No.: 27 241 626 6
Reference: MGG7721

- We agree to give each other 24 hours’ notice for the postponement of any session *where great difficulties arise, except in the case of emergencies (death, childbirth or trauma etc.)*. In the event of the agreement being broken, the sessions will be billed **(billed as above)** for and forfeited. In the case of postponements and leave, sessions will be carried over and completed at the first available opportunity, e.g., in the month of December, full fees will be billed **(as above)** for and coaching sessions will be carried over and completed as soon as possible in January.
- Information during a coaching session will not be disclosed to any other individual or company unless authorized by the Client.
- We agree that all sessions via Zoom, Microsoft teams, etc. will be recorded so that the coach can review our discussions in planning for our next sessions.
- We agree that should the Client wish to provide a reference at the end of the coaching program that this reference, and only this information, may be published in any current publication or future website.

If the Client believes the coaching is not working as desired, he/she will immediately communicate this to the Coach to enable the coaching process to get back on track as soon as possible or be ended.

CONFIDENTIALITY AND USE OF INFORMATION FORM

As a Certified Integral Coach® and a graduate of the Centre for Coaching situated at the Graduate School of Business, University of Cape Town and as a Graduate of New Venture West USA I understand that confidentiality and high ethical standards are important prerequisites for my Coaching which involves access to confidential information and material of an individual, their lives and the organisations that they have worked for and continue to work for.

I therefore undertake to abide by the following Code of Ethics, which is the Code subscribed to by all certified integral coaches from the Centre for Coaching which is in turn aligned to the International Coach Federation:

The Code

In order to protect the safety and well-being of my coachee (the client) as well as the integrity of my profession, I fully commit to the following code of ethics

1. I will facilitate my coachee in making choices that support his/her well-being and intentions and will not influence them in any way to take actions that are contrary to his/her values, standards or personal boundaries.
2. I will maintain strict confidentiality in my coaching relationships and will only share the content of these relationships with the client's permission when requesting help, input or coaching from a more qualified coach/s who have agreed to keep the information confidential.
3. I will responsibly complete and disengage myself from any coaching relationship in which I find that I am not competent to serve my coachee or in which I am not upholding this code of ethics.
4. I will on an ongoing basis actively seek the support of my peers in upholding my ethics, reviewing my work and improving my competence as a coach.
5. I will only use my coaching relationships to further the intentions expressed in the coaching programme. Consequently, I will not initiate, encourage, invite, support or engage in any intimate relationship of any form with my coachee

Our signatures on this agreement indicate a full understanding of the code of ethics and commitment to the code as well as the agreement outlined above.

Signed: _____ (Client) Dated: _____

Print name: _____ (Client)

Signed: _____ (Coach) Dated: _____

Print name: Garth Gibson (Coach)