

# EMPLOYEE ASSISTANCE AND COUNSELING CENTER

## Life Coaching agreement between

\_\_\_\_\_ and \_\_\_\_\_  
(Life Coach) (Coachee)

Whereby the Coach agrees to provide coaching services for the Coachee focusing on the topics/results/outcomes/goals attached to or indicated at the end of this agreement.

### **Description:**

Coaching is a partnership (defined as an alliance, not a legal business partnership) between the Coach and the Coachee in a thought-provoking, creative process that inspires and supports the Coachee to maximize potential to accomplish personal and/or professional goals.

### **Responsibilities:**

1. The Coach agrees to maintain the ethics and standards of professionalism set by the BCC (Board Certified Coach) Code of Ethics. The Coach will maintain an open, positive, and constructive approach. They will seek to provide support and guidance regarding the development needs of the Coachee and will work with the Coachee to assist them to develop skills to improve overall performance. The Coach will not make decisions for nor provide directives to the Coachee, but will attempt to facilitate increased awareness, goal setting, action steps, and outcome evaluation. The Coach will regularly check in with the Coachee on progress and priorities, and provide appropriate feedback as indicated. The Coach will keep strictly confidential all information pertaining to the Coachee that arises in the coaching process, unless the Coachee request sharing of information and authorizes this in writing, or unless disclosure is required by law.
2. The Coachee agrees to communicate honestly, be open to feedback and assistance, and create the time and energy to participate fully in the coaching process. The Coachee will establish their own goals, and set the agenda for each individual coaching session. They will make their own decisions on follow up actions after each coaching session and will be responsible for pursuing these decisions between coaching sessions.

3. The Coachee is responsible for creating and implementing their own physical, mental and emotional wellbeing, decisions, choices, actions, and results. As such, the Coachee agrees that the Coach is not and will not be held liable for any actions or inaction, or for any direct or indirect result of any services provided by the Coach.
  
4. The Coachee understands that coaching is not therapy and does not substitute for therapy if needed, and does not prevent, treat, or cure any mental health or medical condition. The Coachee further understands that coaching is not to be used as a substitute for professional advice by legal, mental health, medical, or other qualified professionals, and will seek independent professional guidance for such matters if needed. If the Coachee is currently under the care of a mental health professional, the Coach will recommend that the Coachee inform both the Coach and the mental health provider.

**Schedule:**

The Coach and Coachee agree to value the coaching process by keeping the time agreed for coaching available and free of interruptions. During the first session, the Coach and Coachee will establish a schedule of sessions based on the needs of the Coachee.

Sessions will typically run up to 30 minutes. These sessions will occur in person at the EACC, over the computer using distance software, or over the telephone. The Coach and Coachee will establish how the sessions will take place during the initial intake.

Rescheduling policy – if the Coachee or Coach needs to reschedule a session, they will make every effort to inform the other as soon as possible.

If the Coachee is not making progress towards their goals, the Coach may recommend a 2-6 week hiatus of services.

I have read, understand, and agree to all of the above terms and conditions.

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Signature of Coachee

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Date

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Signature of Coach

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Date