



Leadership Coaching/Personal Development Engagement Agreement

November xx, 2019

Dear XXXXXXXX,

This document explains our understanding of the services Chris Adams of 1st Light Coaching & Consulting LLC will provide to you as the client, per prior conversation you have had with Chris. Please review the contents of this document carefully; provided the information presented accurately reflects the understanding as discussed, please sign at the end of the document.

CLIENT'S RESPONSIBILITIES

By signing this agreement and entering into the coaching relationship, you agree to the following:

- You recognize that coaching is not consulting, therapy, or counseling and do not expect that coaching will provide this kind of support.
- You will call/meet with Chris at the pre-arranged time and place as scheduled. You will make any cancellations that may become necessary at least 24-hours prior to the scheduled conversation.
- To engage in and sustain a successful coaching relationship, you agree to:
 - Declare that your learning is a top priority during this coaching relationship.
 - Give permission to Chris to coach you.
 - Approach your learning and growth with the wonder and awe of a “beginner.”
 - Be responsible for your own learning and growth.
 - Agree to share all relevant information with Chris to enrich the coaching experience.
 - Make specific requests when your needs are not being met in the coaching relationship.
 - Be responsible for your actions and inaction.
 - Trust that Chris holds your well-being as his sole concern in the coaching relationship.
 - Share with Chris any concerns or discomfort that you have about the coaching relationship, and/or your general experience with coaching.
- You understand that you are responsible for:
 - Evaluating the adequacy and accepting the results of the services Chris provides.
 - Maintaining control over the delivery of those services – you set the coaching agenda.
 - Making all management decisions and performing all management functions (if the coaching pertains to performance of duties and responsibilities in a work setting).

COACH RESPONSIBILITIES

By signing this agreement, Chris agrees to:

- Abide by and uphold the ethical guidelines of the coaching profession as defined by the International Coach Federation, including keeping all of our conversations confidential.
- Notify you as soon as possible regarding any changes that become necessary in his schedule.
- Wait at least 15 minutes for you to arrive for the coaching conversation before canceling the session.

- Respond to your coaching agenda, goals and needs rather than imposing a direction/agenda of his own.
- Allow you to cancel the coaching relationship with 30 days notice if you assess it is not a valuable use of your time.

ETHICAL GUIDELINES

Below are the ethical guidelines for practicing coaches as defined by the International Coach Federation. As your coach, Chris is aligned with and committed to following these guidelines.

Coaching Relationship and Contract

At the beginning of any coaching relationship, the coach will articulate the terms of the Client/Coach relationship in a clear communication or agreement (the purpose of this document).

Client Protection

The Client's well-being is the central focus of the coaching relationship and thereby obligates the Coach to maintain a high level of integrity and trust-worthiness throughout the contract.

Confidentiality

The Coach will make every effort to honor the Client's confidence, understanding that the Coach cannot provide an "a priori" guarantee (meaning a coach can be subpoenaed under the law).

Conflicts of Interest

Any conflict of interest will be discussed and resolved with the Client's best interest in mind. Whenever a conflict becomes apparent, the Coach is ethically obligated to identify it and attempt to resolve it. If, during the coaching relationship, the Coach cannot serve the Client objectively, respectfully, or without internal or external conflict, the Coach is ethically obligated to terminate the coaching agreement/contract.

Referrals and Terminations

Whenever internal or external conditions arise which seem "uncoachable" or unworkable, the Coach is ethically committed to reveal his or her observations and opinion to the Client. The Coach will suggest a viable solution(s) to the problem, making every effort to avoid injury to the dignity of the Client.

SERVICES TO BE PROVIDED BY CHRIS ON A MONTHLY BASIS PER THIS AGREEMENT:

- One individual coaching session (60-90 minutes in length). Sessions will occur at Chris' home office unless otherwise arranged with you.
- Written follow-up to each session, including reflective questions and specific recommendations for individual improvement and growth, e-mailed within one week of each session.
- Phone and email support provided as requested by you.
- Custom preparation and provision of supporting materials determined by Chris to be of potential benefit through our work together.
- Recommended additional resources as identified.

Following the initial coaching session (no charge), fees for which you will be responsible are [\$xxx] per session for **five** additional sessions, plus any extraordinary out-of-pocket expenses Chris may incur (understanding that no charge for such expenses will be levied without a prior conversation between Chris and the client). This fee covers all services outlined above. At the conclusion of the sixth session, we will discuss whether you are realizing the desired benefits from the coaching relationship and wish to continue.

This engagement agreement is valid for six months from the date of the initial coaching session scheduled. The engagement agreement may be cancelled by either party with 30 days' notice. Should the scope of our work

together change, Chris will discuss any corresponding fee adjustment with you in advance of commencing additional work. Any such work would be executed by an addendum to this agreement.

An invoice for services rendered will be mailed monthly by 1st Light Coaching & Consulting, LLC, typically within one week of your monthly coaching session. Our terms are that payment will be remitted within 15 days of your receipt of the invoice.

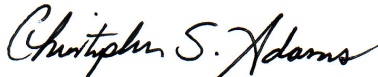
All conversations and information shared with 1st Light Coaching & Consulting, LLC will remain confidential and will not be shared by Chris with any third party without written consent from you.

1ST LIGHT COACHING & CONSULTING LLC RESPONSIBILITIES/LIMITATIONS OF THE ENGAGEMENT

Our engagement is limited to the services described above. Chris will not make any management decisions or perform any management functions associated with your role. Chris will advise you with regard to possibilities for action associated with your role as discussed during coaching sessions; however, you must make all decisions regarding matters associated with your role that may be discussed during our engagement.

If this letter accurately describes the arrangement to which we have agreed, please sign in the space provided below and return to Chris. Keep a copy for your records.

Sincerely,



Date: _____

Christopher S. Adams, Ed.D.
President, 1st Light Coaching & Consulting, LLC

Accepted by:

Signature

Date: _____

Print Name

Role: _____

Signature

Date: _____

Print Name

Role: _____