

# PROFESSIONAL COACHING AGREEMENT

*SUSAN NEAL RN, MBA, MHS, CERTIFIED AUTHOR COACH*  
*SusanUNeal.com*

Client Name: \_\_\_\_\_

Date of Agreement: \_\_\_\_\_

## **CONTACT & GENERAL INFORMATION:**

Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Preferred phone for coaching call? \_\_\_\_\_

Email: \_\_\_\_\_

Webpage: \_\_\_\_\_

Company name: \_\_\_\_\_ Title: \_\_\_\_\_

Referred by: \_\_\_\_\_

## **CLIENT INFORMATION:**

***Background Information you would like the coach to know:***

***Personal Accomplishments:***

***What is your genre?***

***What message do you want to share through your writing? Have you written a mission statement?***

***Calendar of Available Time for coaching: (Days/weeks/hours)***

***Projected time frame that you would like to accomplish your goals:***

***Primary Known Objectives that you would like to address:***

***What would you like your Coach's specific role to be?***

# **COACHING AGREEMENT**

## **COOPERATION**

It is assumed that both parties will be in full cooperation with each other in regards to the agreed upon coaching objectives. Neither party will withhold important information, which would benefit the coaching process, nor will either party act in any manner which would interfere with facilitation of the coaching goals in a timely manner.

## **Fees**

Coaching fees are based on the selected coaching package. We will talk and have follow-up sessions until you feel that you have accomplished your personal and professional goals based upon the package you selected, with no retainer or long-term contract. (*Emails are always available between visits.*)

24-hour notice is requested for cancellation of a coaching session. We will work toward accomplishing your goals. Helping you achieve greater success is always our primary objective. Payment is made in advance of the first session to begin the coaching relationship.

## **CONFIDENTIALITY**

Confidentiality and protection of intellectual property is mutually agreed to be protected by this contract. Both parties agree that all data, information, and work completed during the coaching process will remain confidential. No information or materials will be shared with outside sources or other people regarding the work of either party, except with express written permission.

## **MODIFICATIONS AND EVALUATIONS**

Either party may modify this contract at any time if it becomes apparent that modification is needed. The coach agrees to advise and influence ideas and action, however the client is the final decision maker. Both parties agree to re-evaluate this contract every month.

---

Client Signature

---

Date

---

Coach Signature

---

Date