



Coaching Agreement

This agreement is made between XXXXXX (the 'coachee') and **Anna Browning** (the 'coach')



The Coaching Relationship

Coaching is a collaborative process through which the coach helps the client to reflect more deeply on the aspects of their life they wish to change, reframe their thinking, consider their options and plan future actions. The coaching conversation is often wide ranging and can address areas such as family life, relationships, health, work, finance and recreation. Any decisions, actions or inactions undertaken by the client as a result of coaching are the client's responsibility.

Coaching is not a substitute for therapy or counselling, and the coach cannot prevent, diagnose or treat mental health conditions, disorders or addictions.

Either the coachee or the coach is able to exit the coaching relationship at any time without giving any reasons, and fees paid in advance for unused sessions will be repaid in full.

Coachee's Responsibilities

- To choose the topic to be explored in each session
- To set realistic goals to be achieved in each session
- To engage positively with the process
- To be open and honest in their responses
- To be responsible for their own mental and emotional health and wellbeing

Coach's Responsibilities

- To manage the coaching process, including timekeeping
- To undertake regular coaching supervision
- To protect the client's right to privacy and confidentiality
- To be non-judgmental and empathetic at all times
- To adapt their style of coaching to the needs of the client with consideration to different styles of processing

Number of sessions and fees

The coachee and coach will meet for XXX sessions, each lasting for no longer than .XXX
The total cost of these coaching sessions is XXX . This should be paid by XXX

Rescheduling coaching sessions

- Coaching sessions can be rescheduled by either the coachee or the coach with 24 hours notice. Any sessions missed or cancelled by the client with less than 48 hours advance notice will be forfeited.



Information about Anna Browning

Anna is currently undergoing training in coaching with Optimus Coaching Academy. She is working towards a diploma in coaching which is accredited by the International Coaching Federation (ICF). The sessions offered under this contract are part of her training programme.

Before embarking on a career in coaching, Anna taught English in mainstream secondary schools for 28 years where she became a skilled listener and questioner. Having worked with many neuro-divergent young people, Anna is able to adapt her approach to take account of different ways of thinking and processing.

As part of the coaching diploma, Anna receives regular mentoring sessions with qualified coaches. She also meets regularly with a peer to discuss any issues which have arisen. These conversations are professional and confidential in nature, and identifying details of clients are not shared. Anna is registered with the ICO and follows strict GDPR protocols.

Anna is working towards ICF accreditation. In order to do this, she needs to keep the contact details of clients - with their consent - beyond the period of the coaching relationship. If the client consents to this, they may be contacted by a representative of the ICF seeking to confirm her coaching hours.

Style of coaching

Anna's style of coaching is non-directive. She will not give advice or guidance but may, with the client's consent, offer observations which the client is free to consider or to reject. Anna will ask questions, hold space for the client to think deeply, summarise and reflect the client's words to them. Anna will be guided by the client as to what approach they find most helpful and will tailor her approach to the client to the best of her ability.

Client signature

Coach signature

Name

Name

Date

Date

