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**KPC**

Kevin Poynton Consultancy

**COACHING AGREEMENT**

1. **PARTIES**

The following parties agree to the information contained within this document

COACH Name:

Email: Phone:

COACHEE Name:

Email: Phone:

1. **PURPOSE OF SERVICES**

Coach to provide coaching sessions as agreed to facilitate the professional development and performance of the Coachee towards the achievement of their personal goals, strategy and vision for themselves and/or their organisation and team.

* The Coachee will inform the Coach if this is not possible for any reason
* The content of each session is entirely confidential between Coach and Coachee
* Both the Coach and Coachee will keep all appointments made in a timely manner

1. **DESCRIPTION OF SERVICES**

Number of sessions:

Frequency of sessions:

Length of each session:

1. **ACKNOWLEDGEMENT**

It is acknowledged and agreed that:

* The Coachee has a full and complete understanding of what coaching is, what it isn’t, and how it works
* The Coach is responsible for providing coaching processes and structure versus advice
* The Coachee is responsible for completing the actions as agreed between each coaching session

**COACH COACHEE**

**Signature: Signature:  
  
Name: Name:**