

# HAWKEEN Coaching Agreement

*Welcome to our coaching relationship. I really look forward to working with you. The purpose of this agreement is to establish the standards and boundaries of our relationship for the provision of coaching services. It defines coaching, what your responsibilities are and what my promises are to you.*

Once you've reviewed this agreement simply send an email-acknowledging acceptance to [simon@hawkeen.com](mailto:simon@hawkeen.com)

***If you have any questions, please ask***

## Coaching Description

My primary focus is in creating an environment where, you, the client can think free of interference that empowers and gives you the ability to initiate your own solutions and by challenging the familiar you may facilitate change.

## Coaching Relationship

The success of any relationship relies upon open communication about expectations. The information below will help you gain a good understanding of the type of relationship we will have.

The **ICF Code of Ethics** governs my relationship, as the Coach, with you, as the Client, and the methodology is informed by the ICF Core Competency framework and by knowledge gained in ongoing professional development, study and supervision.

## Our partnership will work best if:

- You are ready and motivated to create positive change.
- You are open and truthful in all conversations. You can say anything to me. I trust you will let me know if something makes you uncomfortable or you don't want to respond to a question. If at any time, you experience discomfort during one of our sessions or are unsatisfied with my coaching, please bring it to my attention. We are working as a team and together we'll make the necessary adjustments to keep the coaching process moving forward.
- You are willing to try new ways of thinking, behaving and learning.
- You take responsibility for completing agreed actions between sessions.
- You let me know if something is not working, or you are not ready for change.

## What I promise you:

Much of what I believe can be summed up in Don Miguel's Four Agreements in addition:

- I will be present and available for you when you call/meet at our scheduled times
- I will endeavour to be unconditionally constructive and supportive
- I will be straightforward and honest
- I will be professional at all times
- I will adhere to the International Coach Federation (ICF) Code of Ethics and Confidentiality (<http://coachfederation.org>). I will not divulge your name or content discussed in the coaching relationship without your permission, to the extent allowed by the law. Therefore, while confidentiality is crucial to the quality of our relationship, if you share with me that you are engaged in illegal activity or intend harm to yourself or others, I reserve the right to disclose that information to the appropriate authorities. You are, however, free to tell anyone you choose about the benefits you get from our relationship.

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- At no time will I use any information you share with me for my own personal benefit without your express permission.
- Occasionally, certain topics and information may be shared anonymously with other coaching professionals for training or consultation purposes. Your identity or details that could identify you will never be disclosed without your express written permission.
- I am committed to gaining the highest level of coaching credential through the ICF. As part of my professional development and certification, I am required to submit your name, contact information, and number of coaching hours in a log to a certifying body. This would be treated in strict confidence and no other information or the content of the coaching will be revealed. You may then be contacted, if necessary, by coaching certification committee to verify the existence of the coaching relationship. I respectfully request your permission to provide this information, and assume you have, unless I have something in writing asking me not to.
- If I keep notes of sessions, they will be stored in a safe place and will be destroyed at the completion of the agreement.

#### ***I am not prepared to:***

- Guarantee any outcomes for you.
- Provide answers or dispense information, although I may make suggestions.
- *Fix* problems or people.
- Provide counselling or therapy. We may refer to a qualified person if that is the type of intervention that is required.

#### **GENERAL PROTOCOLS:-**

##### **Coaching Programme**

Our meeting times and duration will be set and adjusted if needed by mutual agreement.

Before the end of each coaching session, we'll set a time for our next session. If you prefer, we can select a regular time and day for every meeting.

Please be on time, remember, our time together begins when you're scheduled to meet, not when you actually meet. The platform we choose to use will be at our mutual discretion and pre-agreed. They are of 60 minutes duration.

##### **Fee**

Client & Coach agree that this is considered as paid coaching. ***The fee to be agreed***

##### **Rescheduling & Cancellation**

You agree to meet for scheduled sessions within 5 minutes of the arranged appointment time. After 15 minutes of the scheduled appointment time you will need to reschedule based on availability.

Rescheduling or make-up sessions will need to take place in the same month.

I understand things come up that may require your attention and I am flexible in scheduling to accommodate your needs. We both agree to provide each other at least a 24-hour notice via email, SMS or phone to cancel or postpone a session. You acknowledge that giving less notice, for any reason, payment is still required for the cancelled session. Rescheduling allows me to make that time available to others and be sure we have our time together each month.

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Sessions will be rescheduled in case of an emergency. I may choose to not allow a make-up call if it was missed and not an emergency.

If you don't show up for a session and haven't cancelled in advance, you'll forfeit the session. The reason for this policy is because that time is set-aside for you and I can't book anyone else into that time slot.

### Between Sessions.

You are encouraged to stay in touch between sessions via e-mail. I'm available to you between scheduled calls. I encourage you to call or email when you have an issue or can't wait to share a success. This is an added service to you. I don't charge for extra time. I ask only that you keep additional telephone calls to between 5 and 10 minutes - you can email as often as you like.

### Recording.

Your coaching sessions may, at times, be recorded. Such recordings are used for training and development purposes only. I will always ask your written consent pertaining to the restricted release of a particular session recording, before sharing any of your session recordings with a coaching mentor, supervisor or assessor. You may also request a copy of any of your session recordings at any time, and if a recording of that session has been made, it will be made accessible to you. You may also request that all your sessions be recorded, and all recordings made accessible to you at the end of each session. If you would prefer that none of your sessions be recorded, you may also advise me accordingly.

### Termination of Coaching

When the time comes to conclude our professional relationship, the ending may be initiated by either of us. When that time comes, I request we have at least one session to bring closure to our coaching relationship.

### Liability

You are fully responsible for your wellbeing during our coaching sessions, including your choices and decisions. You are responsible for the consequences of your decisions.

- Coaching is a comprehensive process that may involve all areas of your life including work, finances, health, relationships, education and recreation. Deciding how to handle these issues and implement your choices is exclusively your responsibility. I may offer suggestions and share experiences, but any decision about a course of action is ultimately yours, and yours alone. To this end I will respect all decisions you make about your future.
- Coaching does not involve the diagnosis or treatment of mental disorders. Coaching is **not** counselling, psychotherapy, psychoanalysis, and mental health care or substance abuse treatment. Coaching should not be used in place of therapy. Professional referrals may be given if needed. If you are currently in therapy or otherwise under the care of a mental health professional, you assert that you have consulted with the mental health care provider regarding the advisability of working with a coach and that this person is aware of your decision to proceed with the coaching relationship.
- You recognise that some issues may require other professional services such as medical, therapeutic, legal or tax advice, and that decisions made, and actions taken, based on input or advice from me as your Coach, are your complete responsibility. Coaching is not to be used as a substitute for professional advice by legal, medical, financial, business, spiritual, or other qualified professionals. You may seek independent professional guidance when appropriate. All decisions and any actions regarding these areas are your sole responsibility.

I shall have no liability or responsibility for any actions you do or do not take in connection therewith. I make no guarantees or warranties, expressed or implied, as to results to be achieved, or as to the consequences of any actions taken (or not taken) by you.

### Parties to this agreement

Coach name: *Simon Rycroft* **m:**+44(0)7887 811567 **e:**[simon@hawkeen.com](mailto:simon@hawkeen.com)

Client name:

**Number of sessions:** 6

**Proposed frequency:** fortnightly or monthly dependent upon outcome(s)

**Start date of agreement:**

**Proposed end date:**

**Cost:**

### Acceptance of Agreement

By signing this document you, the Client, acknowledge that you have read this Coaching Agreement, agree to the Coaching Description, Coaching Relationship and Coaching Protocols, and agree to the conditions stipulated within. You understand the limitations of coaching services and as such, you acknowledge your responsibilities for decisions and actions taken or not taken, and you agree to hold me, as Coach, harmless from any suggestions, advice, or counsel offered during the coaching sessions.

The Legal jurisdiction of this agreement is held to be the United Kingdom

*Signature* \_\_\_\_\_

*Date:* \_\_\_\_\_