

Remmers Coaching

Professional Coaching Agreement

Name:

Date:

I'm so pleased that you've chosen to work with me. I hope our time together will be satisfying and very productive for you. Here's a description of how I like to work. Your signature below will indicate your agreement.

Our Partnership

The focus of coaching is to identify your goals, dial into your strengths, uncover anything that might be getting in your way, and develop a plan that you love. As a coach, I will be your partner, facilitating a process, but you are the expert on you. The focus of our coaching will be designed jointly in our sessions, with you taking the lead on setting the agenda and priorities. I may suggest avenues of exploration, be direct and challenging, but my job will always be to support you in the intentions and actions you choose for yourself.

I have found that clients who spend time reflecting before each session get the most out of coaching. Before our first meeting, I'll ask you to complete a set of Getting Started Questions. Before each subsequent session, you'll complete a short set of Questions for Reflection, returning them before we meet.

Confidentiality

Your confidentiality is of primary importance to me. I will not discuss you or the fact that we are working together with anyone. That is your story to tell as you wish. One exception to this is that, because I'm continually in the process of working toward my next level of Coach Certification with the International Coach Federation (ICF), I may

submit to them accumulated hours of coaching. I want to assure you that, as I do, all of your personal information will be held in strictest confidence. Bottom line, I will be rigorous about [The International Coach Federation Code of Ethics](#).

As a coach who works with Annie Ricci of Annie Ricci Coaching, LLC, I uphold her additional confidentiality standards in that if I reasonably believe that you may hurt yourself or someone else, or that you are in danger, I will alert local authorities for safety purposes.

Cancellations

If either of us needs to change the time of a meeting, we'll both do our best to give 24 hours' notice. You can contact me by phone, email or text if something urgent comes up.

Resolving Differences

I want you to be really satisfied with our work together. If, at any time, you feel that your needs are not being addressed, or you are not getting what you want from our work together, I'll count on you to tell me, so we can problem-solve. We'll discuss your needs and concerns, make appropriate adjustments, and continue to work on the goals you define unless you are ready to stop, which we will do whenever you ask.

Client _____

Date _____