



**Growing Forward Services, LLC  
Draft Coaching Agreement  
between Paul Casey and  
March, 2019**

**Welcome to Coaching!**

As your coach, I want to help you grow, change, develop and achieve your life/leadership goals—and get more results. Our relationship starts with your agenda, your values and your initiative. You are responsible for your life, and you'll make the choices about what actions to take and what we work on together. My role is to objectively point out what you cannot, will not or do not see. I'm excited about partnering with you in this journey—co-creating under an umbrella of complete openness, compassion, and confidentiality!

**Growth goals**

As a coach, I'll provide support, accountability, perspective and resources for your change goals. We'll create a growth plan including regular homework and action steps which you are committed to carry out—so please bring a coaching notebook to write them down each week. Since much of our interaction will center around these assignments, I may choose to cancel or reschedule our appointment if you haven't followed through.

**Expectations**

Several attitudes are crucial to a successful coaching relationship. First, you need to *want* to grow badly enough to be willing to make some changes and do some work. Honesty and transparency are vital. I will model them and expect them of you as well: if we aren't talking about what is really going on, I can't coach you effectively. And please be proactive with me: if you have a question or something isn't working for you, let's talk about it and work things out.

**Honesty/trust/confidentiality**

We're committing together to be trustworthy partners, honest and open about what is going on in our lives (reality check) and handling what is shared with respect and discretion. We learn a lot through mistakes and failures as well as

successes; so let's be honest about those things, as well as the good. Confidentiality will be maintained except where permission has been granted. Growing Forward's **Values** are:

- *Growth*
- *Action*
- *Perseverance*
- *Confidentiality*
- *Optimism*
- *Celebration*
- *Accountability*

### **Schedule/Investment**

Typically it takes a few sessions to develop momentum on results. Sessions are 55-minutes long, and most people choose to meet either bi-weekly or monthly depending on how fast they want to see results. Best results are seen through consistent coaching sessions.

1. We're committing to work together for: (circle one)

6 coaching sessions at \$180/session

9 coaching sessions at \$165/session

12 coaching sessions at \$145/session

Then we'll re-evaluate our coaching relationship.

Payment can be in cash, by check, or by card at time of service, made payable to "Growing Forward Services."

**Save 15% if you pay for the coaching package up front.** No refunds for unused sessions.

2. We'll meet \_\_\_\_\_ per month (put in frequency). If questions arise outside of these scheduled meetings, I will make myself available to you.

### **Scheduling**

We agree to be diligent and to be punctual for our meetings so we'll make the most of our time together. We'll try not to cancel or reschedule out of respect for each other's schedules, but if we do have to reschedule, we'll give each other as much notice as possible (24 hours minimum) and make a rescheduled time within that week.

### **Phone/In-person**

Our appointments will be by phone/in person (circle one). If you have to cancel, you can call or text me at 509-392-1895. The office I use is at Liebe-Thompson: 5101 W Clearwater Ave, Kennewick (straight ahead when you enter the building), or at FUSE co-working space.

## Referrals

Occasionally I may refer you to another individual or service I feel might be helpful for you. You are never obligated to use a service or person I refer you to, and I make no warranty or representation regarding their services. As your coach, I also make no guarantees or warranties, expressed or implied, about any results that may be achieved through our relationship.

## Closure

If you miss two scheduled appointments in a row without contacting me, I will assume you have chosen to terminate the coaching relationship. It usually works best for both of us to bring some kind of closure to the relationship; so if you would like to end things at the end of our agreement schedule, let's talk about it. If there is a misunderstanding, let's try to work it out. If we can't resolve the issue or it's just time to move on, we'll bless each other as we go. Let's evaluate how it's going in **June, 2019**.

---

Coach

Signature

Date

---

Client Signature

Date