

# Pamela J Dudoff



## EXECUTIVE COACHING AGREEMENT

This Agreement is entered into by and between Pamela J Dudoff, Executive Coach, CEC (Certified Executive Coach through the Center for Executive Coaching) & ACC (Associate Certified Coach through the International Coaching Federation), **Coach** and Xxxxx XXXXXXXXX, **Client**, whereby the **Coach** agrees to provide Coaching Services for the **Client** focusing on agreed upon goals to increase Leadership competencies based upon various assessments and the client's career goals.

**Description of Coaching:** Coaching is a partnership (defined as an alliance, not a legal business partnership) between the Coach and the Client in a thought-provoking and creative process that inspires the client to maximize personal and professional potential. It is designed to facilitate the creation/development of personal, professional, or business goals and to develop and carry out a strategy/plan for achieving those goals.

### 1) Coach-Client Relationship:

A. Coach agrees to maintain the ethics and standards of behavior established by the International Coach Federation ("ICF"). [www.coachfederation.org/ethics](http://www.coachfederation.org/ethics). It is recommended that the Client review the ICF Code of Ethics and the applicable standards of behavior.

B. Client is solely responsible for creating and implementing his/her own physical, mental, and emotional well-being, decisions, choices, actions, and results arising out of or resulting from the coaching relationship and his/her coaching calls and interactions with the Coach. As such, the Client agrees that the Coach is not and will not be liable or responsible for any actions or inaction, or for any direct or indirect result of any services provided by the Coach. Client understands coaching is not therapy and does not substitute for therapy if needed, and does not prevent, cure, or treat any mental disorder or medical disease.

C. Client acknowledges that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association and that coaching is not to be used as a substitute for counseling, psychotherapy, psychoanalysis, mental health care, substance abuse treatment, or other professional advice by legal, medical, or other qualified professionals and that it is the Client's exclusive responsibility to seek such independent professional guidance as needed. If Client is currently under the care of a mental health professional, it is recommended that the Client promptly inform the mental health care provider of the nature and extent of the coaching relationship agreed upon by the Client and the Coach.

D. The Client understands that to enhance the coaching relationship, the Client agrees to communicate honestly, be open to feedback and assistance and to create the time and energy to participate fully in the program.

### 2) Services:

The parties agree to engage in a 6-month Coaching Program through Teams meetings. Coach will be available to Client by e-mail and voicemail in between scheduled meetings as defined by the Coach (For urgent matters).

### 3) Schedule:

This coaching agreement is valid as of the date signed by both parties. The calls shall be 30 - 60 minutes on a weekly or biweekly basis as needed and mutually agreed to by the Coach and the Client.

### 4) Procedure:

The time of the coaching call will be determined by Coach and Client based on a mutually agreed upon time and scheduled through Teams. Changes will be completed by mutual agreement through Teams as well.

### 5) Confidentiality:

This coaching relationship, as well as all information (documented or verbal) that the Client shares with the Coach as part of this relationship, is bound by the principles of confidentiality set forth in the ICF Code of Ethics. However, please be aware that the Coach-Client relationship is not considered a legally confidential relationship (like the medical and legal professions) and thus communications are not subject to the protection of any legally recognized privilege. The Coach agrees not to disclose any information pertaining to the Client without the Client's written consent. The Coach will not disclose the Client's name as a reference without the Client's consent.

*Confidential Information* does not include information that: (a) the Coach is required by statute, lawfully issued subpoena, or by court order to disclose; (b) is disclosed to the Coach and as a result of such disclosure the Coach reasonably believes there to be an imminent or likely risk of danger or harm to the Client or others; and (c) involves illegal activity. The Client also acknowledges his or her continuing obligation to raise any confidentiality questions or concerns with the Coach in a timely manner.

### 6) Release of Information:

1) The Coach engages in training and continuing education pursuing and/or maintaining ICF (International Coach Federation) Credentials. That process requires the names and contact information of all Clients for possible verification by the ICF. By signing this agreement, you agree to have only your name, contact information, and start and end dates of coaching shared with ICF staff members and/or other parties involved in this process for the sole and necessary purpose of verifying the coaching relationship, no personal notes will be shared.

Client Agrees \_\_\_\_\_ Client Refuses \_\_\_\_\_

According to the ethics of our profession, topics may be anonymously and hypothetically shared with other coaching professionals for training, supervision, mentoring, evaluation, and for coach professional development and/or consultation purposes.

### 9) Termination:

Either the Client or the Coach may terminate this Agreement at any time with an explanation of the reason(s) for the decision.

### 10) Limited Liability:

Except as expressly provided in this Agreement, the Coach makes no guarantees, representations or warranties of any kind or nature, express or implied with respect to the coaching services negotiated, agreed upon and rendered. In no event shall the Coach be liable to the Client for any indirect, consequential, or special damages.

## 11) Fees

The Fee for coaching services will be based upon the fee schedule below or as agreed upon. Payment will be due on or before the 1<sup>st</sup> of the month (or the date of the first scheduled session) based upon the agreed upon schedule for that month. If the schedule changes the coach will be available to re-schedule during the month. Assessments will be charged separately at cost and the price will be discussed prior to ordering the assessment.

Payment can be made through Venmo or by sending a check to the coach at 8810 Sweet Rose Ct., Upper Marlboro, MD 20772. Checks should be made out to Pamela J Dudoff.

### FEE SCHEDULE

<b>Paid by the individual client</b>	<b>Managers &amp; Leaders</b>	<b>\$75/hr</b>
<b>Paid by the individual client</b>	<b>Executives</b>	<b>\$150/hr</b>
<b>Paid by a small for-profit company</b>		<b>\$150/hr</b>
<b>Paid by a medium size for-profit company</b>		<b>\$200/hr</b>
<b>Paid by a large size for-profit company</b>		<b>\$300/hr</b>
<b>Paid by a small not-for-profit organization</b>		<b>\$75/hr</b>
<b>Paid by a medium size not-for-profit organization</b>		<b>\$150/hr</b>
<b>Paid by a large size not-for-profit organization</b>		<b>\$200/hr</b>

### **CLIENT:**

Client Name

Signature:

Date:

### **COACH:**

Coach Name Pamela Dudoff, CEC, ACC

Signature: Pamela J Dudoff, CEC, ACC

Date: