

*Seize This Day Coaching*  
*Embrace the Possibilities!*



COACHING AGREEMENT:

\_\_\_\_\_ (company name) is contracting with Diane Helbig for Professional Coaching at the agreed fee. \_\_\_\_\_ agrees to pay this monthly retainer by check prior to the beginning of the month. Diane will meet with our staff members via phone, or in person at a standing scheduled time 3 times per month. Our staff members will come prepared with their agendas and progress reports. Each session will last approximately 50 minutes.

Additionally, we may have other limited exchanges via phone, fax, or email without additional charge. If special circumstances arise that necessitate additional sessions, the fee and schedule will be negotiated at that time.

All information will be held as confidential unless the client requests otherwise in writing.

Professional Coaching is distinctly different than counseling, psychotherapy, and psychoanalysis, and does not deal with diagnosis or treatment of emotional problems. Our staff members understand that they are responsible for all of their decisions, feelings and actions.

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_



## **Professional Coaching Agreement for Organizations**

Please review the terms, complete and sign this agreement, and send to me.

### COMPANY INFORMATION:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Referred by: \_\_\_\_\_

Company Goals:

Company Vision:

### Staff Members The Coach Will Be Working With

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_