

Private & Confidential

Coaching Understandings

1. Parties

This agreement, between Paddy Woods "coach", and "coachee" will begin during and will continue for 4 to 6 executive / business coaching sessions to be completed within 4 months of the first coaching session.

Both parties fully commit to the agreed process.

2. Services

The services to be provided by the coach to the coachee are face-to-face executive / business coaching "coaching". Throughout the coaching relationship, the coach will engage with the coachee in personal conversations. Successful coaching requires the coachee taking responsibility for outcomes and a co-active collaborative approach between coach and coachee based on mutual respect, trust and confidentiality. A key guiding principle for the coach is unconditional positive regard for the coachee.

This is a coaching relationship, and counselling or therapy is outside the scope. 3. Privacy

The coachee can, at any point in the coaching session, declare his/her preference not to discuss a specific issue, by simply stating that they would rather not discuss this issue. The coach agrees to respect this boundary.

4. Confidentiality

The coach will work within the professional code of ethics and guidelines as designated by the European Mentoring and Coaching Council (EMCC) (see (www.emccouncil.org/ie/en/)). All information about the coach / coachee relationship will remain strictly confidential except in very rare circumstances e.g. where decreed by law. If you wish for me as your coach to speak to someone outside our interactions, then you need to give me written permission (original letter, or email) to do so. Exceptions to confidentiality of course relate to circumstances such as intent to seriously harm self / someone, child abuse etc. Otherwise, all your information is confidential.

5. Termination:

The coach and coachee agree to provide each other with two weeks' notice in the event that it is desired to terminate coaching. Otherwise, the coaching will continue for the duration of the contracted sessions / period.

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6. Fees:

All fees are to be paid within 7 days of invoice or coaching session.

7. Signatures:

Our signatures on this agreement indicate full understanding of and agreement with the information outlined above.

_____ Coachee Date

_____ Paddy Woods -
Coach Date