



This agreement is between _____, Client and _____, Coach. Coaching is provided as a component of the **Executive Coaching & Feedback Program**. Five one-on-one coaching sessions (approximately 6 hours) are provided by this program.

Coaching Appointments

Coaching sessions will take place in-person or by telephone or videoconference. Clients must arrive or call in on time to ensure the full coaching time is available.

Cancellation Policy and Appointment Changes

The fee for executive coaching sessions within the program is covered by the McNulty Leadership Program. **If you cannot attend a scheduled session, you MUST PROVIDE YOUR COACH WITH A MINIMUM OF 24 HOURS' NOTICE.** With proper advanced notice (more than 24 hours), you may reschedule up to 2 sessions (out of the total 6 sessions) allotted. If you reschedule more than 2 sessions or do not attend an appointment and you have not notified your coach, your participation in the program will be suspended.

Please note that if you have documentable special circumstances (such as illness) or grave personal difficulties (such as a death in the family), exceptions may be made. Documentation will be required.

Punctuality and Participation

Clients must submit their session prep forms to their coach at minimum 72 hours prior to their scheduled appointment time. Clients must arrive on-time for their sessions and prepared to discuss their assignments and progress towards goal. If a client is not prepared for a session or is not engaged in the coaching process, their participation in the program may be reviewed.

Confidentiality

Confidentiality is important to the coaching relationship and all sessions are confidential. The exception to confidentiality is if the coach believes the client will hurt him/herself or someone else, and/or if the client is violating laws.

Data Collection

The coaching delivered through the program is provided as a part of a larger program located within the McNulty Leadership Program. As such it is important for the Program to collect data on performance and outcomes. As a part of this data collection process, your coaches will keep notes on and evaluate the following: timeliness, preparedness, goals, progress toward goals, and assignments. These notes will be aggregated with all of the notes from the program for the purposes of program evaluation on coaching effectiveness and outcomes. The data will be compiled and shared at the aggregate level and no individual names or cases will be revealed.

Type of Relationship

The coach and client have entered into a coaching relationship, not a therapeutic or psychological counseling relationship. If therapy or counseling is needed, clients should seek these services from an appropriate counseling professional.

Client (signature) Date

Coach (signature) Date