



## Professional Coaching Agreement

---

The following document is the formal coaching agreement between SURABHI VENKATESH (further on referred to as the coach) and \_\_\_\_\_ (further referred to as the 'coachee'). The duration of this coaching agreement will be <dates inserted>. The remuneration type is **compensated**, which means the coachee will reimburse the Coach through services, goods or other non-monetary remuneration, during or after the completion of Coaching. Please refer to remuneration details below.

### 1. Logistical Expectations

- Our coaching relationship will commence on <date>
- Our coaching sessions will be 3/6 sessions of 60 minutes once a week/twice a month. Both the coach & coachee will agree on these scheduled sessions and mark it on their respective calendars.
- All coaching conversations will be held virtually.
- The coachee will receive calendar invites for all the scheduled calls. Based on availability and feasibility of those dates, the coachee can accept/decline these invites.
- In case the coachee is unable to make the call on a day, s/he is requested to inform the coach via text/email of the cancellation/rescheduling at least 24 hours in advance.

### 2. Terminating the coaching relationship

At the end of the said duration the coachee can choose to terminate or extend the coaching relationship, as per their & the coach's availability. Either way, this should be addressed in the 3rd month between the coachee and coach,

Please note that if the coachee decides to terminate the relationship before the said duration, there will be no return of any fees paid. In unforeseeable circumstances, the coachee can pause the coaching relationship and resume when convenient. Any pending fees will need to be cleared before this pause.

### **3. What you can expect from me as your coach**

As your coach, you can expect me to be supportive, operate with unconditional positive regard and hold you accountable. My role in this relationship is to:

- Facilitate self-discovery of your absolute magnificence - Support your journey of self-awareness and alignment between who you are and what you do - Remind you of your resourcefulness and your power to create whatever you want.
- In every coaching session, I will create a reflective space for you to build self-awareness - Hold everything you share with me in utmost confidence - Honour everything that you share with a beginner's mind - Celebrate you in all your magnificence - Encourage you to celebrate and acknowledge your own magnificence - Be professional and adhere to the guidelines & ethics as listed down by ICF (International Coach Federation).
- At the same time, in this relationship, I will not be a therapist/consultant/mentor/advisor. The fundamental belief in this relationship is that you, the coachee, has all the answers you require and can tap into your own resourcefulness to get there.
- My role is to create a space conducive for that reflection and awareness by simply asking you questions, not advising/suggesting what you need to be doing. However, if the space doesn't prove to be conducive to your current need, I will recommend seeking help from expert and qualified professionals who will be able to support you in the way that suits you best.

### **4. What I can expect from you as a coachee**

- Please make all calls on time. In case of you being late, please inform me before time so that I can manage my time accordingly.
- When on a call, please ensure that you are in a space that you are comfortable in, where you will be undisturbed for the duration of our call. This is to help you engage with this space 100%.
- Be honest. As your coach, I can better facilitate the process of self-discovery and awareness with what you share or how much you are willing to share, both past and present events. Please let me know if you have, in the past or present, struggled with addictions/anger issues/any sort of disability or have been in therapy.

Please list here: - \_\_\_\_\_

- In our conversations, there may be times where I feel the need to interrupt while you are sharing.  
**Do you give me permission to do this?**
- This coaching relationship is a shared relationship. Your role in this relationship is take responsibility for the space as much as I do – this means that you share openly, you offer insights on what's working/what isn't, what would help you leverage this space. Do you agree to take this responsibility?
- Speak for yourself. When you are sharing, use 'I' statements as a way of claiming your experience as your own and not generalizing what you experienced.
- Receive positive acknowledgement with open arms. When you receive any acknowledgement, receive with a simple 'thank you'. Resist the urge to explain/brush off/deny the acknowledgement you are receiving – embrace it!

### **Optional**

(Y/N) The coach (SURABHI VENKATESH) has my permission to publicly acknowledge me as a coachee.

(Y/N) The coach (SURABHI VENKATESH) has my permission to use me as reference.

*Both our signatures below indicate a complete understanding of the terms and expectations of our coaching relationship and serve as consent to keeping the above promises and honouring this space.*



---

SURABHI VENKATESH  
(Coach name & signature)

## **Annexure I: ICF Ethical Guidelines**

### **Part One: Definition of Coaching**

#### **Section 1: Definitions**

- Coaching: Coaching is partnering with coachees in a thought-provoking and creative process that inspires them to maximize their personal and professional potential.

- A professional coaching relationship: A professional coaching relationship exists when coaching includes a business agreement or contract that defines the responsibilities of each party.

- An ICF Professional Coach: An ICF Professional Coach also agrees to practice the ICF Professional Core Competencies and pledges accountability to the ICF Code of Ethics.

In order to clarify roles in the coaching relationship, it is often necessary to distinguish between the coachee and the sponsor. In most cases, the coachee and sponsor are the same person and therefore jointly referred to as the coachee. For purposes of identification, however, the International Coach Federation defines these roles as follows:

- coachee: The "coachee" is the person(s) being coached.

- Sponsor: The "sponsor" is the entity (including its representatives) paying for and/or arranging for coaching services to be provided. In all cases, coaching engagement contracts or agreements should clearly establish the rights, roles, and responsibilities for both the coachee and sponsor if they are not the same persons.

#### **Part Two: The ICF Standards of Ethical Conduct**

*Preamble: ICF Professional Coaches aspire to conduct themselves in a manner that reflects positively upon the coaching profession; are respectful of different approaches to coaching; and recognize that they are also bound by applicable laws and regulations.*

#### **Section 1: Professional Conduct At Large**

##### **As a coach:**

- 1) I will not knowingly make any public statement that is untrue or misleading about what I offer as a coach, or make false claims in any written documents relating to the coaching profession or my credentials or the ICF.

- 2) I will accurately identify my coaching qualifications, expertise, experience, certifications and ICF Credentials.

- 3) I will recognize and honor the efforts and contributions of others and not misrepresent them as my own. I understand that violating this standard may leave me subject to legal remedy by a third party.

Please respect the confidentiality of this agreement.

- 4) I will, at all times, strive to recognize personal issues that may impair, conflict, or interfere with my coaching performance or my professional coaching relationships. Whenever the facts and circumstances necessitate, I will promptly seek professional assistance and determine the action to be taken, including whether it is appropriate to suspend or terminate my coaching relationship(s).
- 5) I will conduct myself in accordance with the ICF Code of Ethics in all coach training, coach mentoring, and coach supervisory activities.
- 6) I will conduct and report research with competence, honesty, and within recognized scientific standards and applicable subject guidelines. My research will be carried out with the necessary consent and approval of those involved, and with an approach that will protect participants from any potential harm. All research efforts will be performed in a manner that complies with all the applicable laws of the country in which the research is conducted.
- 7) I will maintain, store, and dispose of any records created during my coaching business in a manner that promotes confidentiality, security, and privacy, and complies with any applicable laws and agreements.
- 8) I will use ICF member contact information (e-mail addresses, telephone numbers, etc.) only in the manner and to the extent authorized by the ICF.

## **Section 2: Conflicts of Interest**

### **As a coach:**

- 9) I will seek to avoid conflicts of interest and potential conflicts of interest and openly disclose any such conflicts. I will offer to remove myself when such a conflict arises.
- 10) I will disclose to my coachee and his or her sponsor all anticipated compensation from third parties that I may pay or receive for referrals of that coachee.
- 11) I will only barter for services, goods or other non-monetary remuneration when it will not impair the coaching relationship.
- 12) I will not knowingly take any personal, professional, or monetary advantage or benefit of the coach-coachee relationship, except by a form of compensation as agreed in the agreement or contract.

## **Section 3: Professional Conduct with coachees**

### **As a coach:**

- 13) I will not knowingly mislead or make false claims about what my coachee or sponsor will receive from the coaching process or from me as the coach.
- 14) I will not give my prospective coachees or sponsors information or advice I know or believe to be misleading or false.
- 15) I will have clear agreements or contracts with my coachees and sponsor(s). I will honor all agreements or contracts made in the context of professional coaching relationships.
- 16) I will carefully explain and strive to ensure that, prior to or at the initial meeting, my coaching coachee and sponsor(s) understand the nature of coaching, the nature and limits of confidentiality, financial arrangements, and any other terms of the coaching agreement or contract.

Please respect the confidentiality of this agreement.

17) I will be responsible for setting clear, appropriate, and culturally sensitive boundaries that govern any physical contact I may have with my coachees or sponsors.

18) I will not become sexually intimate with any of my current coachees or sponsors.

19) I will respect the coachee's right to terminate the coaching relationship at any point during the process, subject to the provisions of the agreement or contract. I will be alert to indications that the coachee is no longer benefiting from our coaching relationship.

20) I will encourage the coachee or sponsor to make a change if I believe the coachee or sponsor would be better served by another coach or by another resource.

21) I will suggest my coachee seek the services of other professionals when deemed necessary or appropriate.

#### **Section 4: Confidentiality/Privacy**

##### **As a coach:**

22) I will maintain the strictest levels of confidentiality with all coachee and sponsor information. I will have a clear agreement or contract before releasing information to another person, unless required by law.

23) I will have a clear agreement upon how coaching information will be exchanged among coach, coachee, and sponsor.

24) When acting as a trainer of student coaches, I will clarify confidentiality policies with the students.

25) I will have associated coaches and other persons whom I manage in service of my coachees and their sponsors in a paid or volunteer capacity make clear agreements or contracts to adhere to the ICF Code of Ethics Part 2, Section 4: Confidentiality/Privacy standards and the entire ICF Code of Ethics to the extent applicable.

#### **Part Three: The ICF Pledge of Ethics**

As an ICF Professional Coach, I acknowledge and agree to honor my ethical and legal obligations to my coaching coachees and sponsors, colleagues, and to the public at large. I pledge to comply with the ICF Code of Ethics, and to practice these standards with those whom I coach.

If I breach this Pledge of Ethics or any part of the ICF Code of Ethics, I agree that the ICF in its sole discretion may hold me accountable for so doing. I further agree that my accountability to the ICF for any breach may include sanctions, such as loss of my ICF membership and/or my ICF Credentials.

*Approved by the Ethics and Standards Committee on October 30, 2008; Approved by the ICF Board of Directors on December 18, 2008*