



Coaching Engagement Proposal

Overview:

My role as a coach is to help you grow, change, develop, and achieve your personal goals. While I challenge you to reach your potential, our relationship starts with your agenda, your values, and your initiative. You are responsible for your life, and you will be the one making the choices about what actions to take and what we work on together. My role is to provide support, accountability, new ideas, and resources for your personal goals and objectives. We will create a development plan including regular research and action steps which you will carry out.

Payments:

This agreement between the coach and the client will consist of _____ sessions of 60 to 75 minutes. Session can be scheduled weekly, bi-weekly or monthly. **The fee for each sessions is \$75.00**, paid in full within two weeks of being invoiced. Invoices are sent twice a month. Make checks payable and mail to:

Brian Loebig
9234 E. Parkhill Dr.
Bethesda, MD 20814

Day/Time:

Day and time of our sessions will be mutually selected. We agree to be diligent and punctual for our meetings so that we make the most of our time together. Rescheduling should be done as soon as possible (24 hours minimum). If you completely miss a scheduled appointment without prior notice, the missed meeting will be billed as a full session.

Call Procedure:

Appointments will be facilitated using GoToMeeting or Join.me software. The software includes a random long distance phone number to call in and allows screen sharing between the presenter and attendee. A PC or Apple computer with DSL or better internet connection speed is required. A Windows XP or OS X 10.5 minimum operating system is also required. Please minimize distractions and log into the software 5 minutes early to account for connections delays.

Services:

Coaching services will be designed jointly by and provided to the client. Coaching is not therapy or psychological counseling but may address specific personal issues that the client brings up. Coaching services include values clarification, education, brainstorming, identifying plans of action, examining modes of operating in business or life, asking clarifying questions, and making action requests.

Confidentiality:

Some information of a confidential nature may be discussed during coaching sessions. The coach will not, at any time either directly or indirectly, use this information for the coach's benefit nor disclose information to anyone



else without specific written (e.g. email) approval of the client. The only exception could be when the client discloses illegal activities.

The client has been made aware that coaching results cannot be guaranteed and agrees that he/she is entering into coaching with the understanding that the client is responsible for their own results. The client agrees to hold the coach free of all liability and responsibility for any actions or results from adverse situations created as a result of specific advice given by the coach.

Client Signature

Date

Coach Signature

Date