

## JAMES GRAY COACHING AGREEMENT

This agreement confirms that the **Coachee** accepts the conditions set forth herein upon entering into coaching services with **James Gray**, owner of James Gray Innovations LLC, herein referred to as **Coach**.

Coaching allows the Coachee to develop valuable new ideas for themselves and a general increased level of self-awareness.

Coaching often results in:

- Higher performance at work
- The ability to have difficult conversations
- Willingness to take responsibility and own their decisions
- Self-awareness, and
- Increased work-life balance.

Coachee understands that coaching is a professional-client relationship designed to facilitate the creation/development of goals and to develop and carry out the action for achieving those goals.

Coachee understands that coaching does not involve diagnosing or treating mental disorders as defined by the American Psychiatric Association. Coaching is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care, or substance abuse treatment.

**Scope of Services.** The Coachee and Coach agree to work together in live coaching sessions each month (1, 2, or 4 hours, depending on the monthly plan). The Coachee and Coach may collaborate asynchronously between sessions using shared documents, email, and text messages. The Coachee may contact the Coach by phone (512.757.5735) for a time-sensitive issue. The Coachee can change between plans or cancel the monthly subscription anytime.

**Coachee Responsibilities. Commitment to the following:**

- Willingness and openness
- Curiosity
- Courage (to trust and share)
- Bringing a topic to each session
- Being present and prompt for each session
- Accountability to work on and complete actions agreed to at the end of a coaching session

**Coach Responsibilities.** The Coach shall maintain the ethics and standards of behavior set by the [International Coach Federation](#) ("ICF"). The Coach will guide the Coachee in compliance with ICF ethics and standards.

**Cancellation & Unused Hours Policy.** Sessions must be canceled or rescheduled at least 24 hours in advance. Coaching sessions not canceled or rescheduled at least 24 hours in advance will count as one of the granted sessions. Unused coaching sessions do not carry over to the next month.

**Confidentiality.** Coaching is a confidential relationship. All information discussed and provided during coaching remains private.

**I have read the Coaching Agreement and accept the terms & conditions set forth herein.**

\_\_\_\_\_  
Coachee Name

\_\_\_\_\_  
Coachee Signature

\_\_\_\_\_  
Date