



Executive Coaching Agreement

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Executive coaching is an inquiry-based approach that helps clients produce extraordinary results in their lives, careers, businesses, or organizations. Coaching helps create awareness, focuses on improving performance, generates action, and facilitates learning and growth. This agreement outlines the expectations, policies, and fee structure of our coaching relationship.

Coaching Expectations

- I (the coach) will help you (the client) reach your goals and achieve greater personal and professional success through Executive Coaching.
- You own responsibility for shaping the coaching scope, providing the focus area for each coaching session, completing homework/development items, and taking ownership of your personal progress.
- Each session duration is 50 minutes. Session frequency can vary by client needs. Most clients achieve better results with a consistent meeting cadence--leading to better accountability, progression, and ultimate success.
- You will initiate the meeting schedules, and we can meet by telephone/Skype/Zoom or similar. I prefer virtual (vs. in-person) meetings.
- We will regularly assess your progress (at least quarterly).
- I am also accessible for brief "between meeting" texts and conversations.

Policies

- Our coaching sessions are mutually and strictly confidential.
- I agree to maintain the ethics and standards of behavior established by the International Coach Federation "(ICF)" (Coachfederation.org/ethics). It is recommended that you review the ICF Code of Ethics and the applicable standards of behavior.
- We will honor one another's time, and mutually keep our appointments as scheduled. Except for emergencies, an unexpected event over which we have no control, 24-hour notice is required for meeting cancellations. Cancellations/reschedules with less than 24-hour's notice and missed appointments will

be charged at one-half the established bill rate.

- Our coach/client relationship may be terminated by either party, at any time, for any reason.
- You understand and agree to be fully responsible for your physical, mental, and emotional well-being. The client understands that all decisions and actions regarding these areas are exclusively his/hers.
- To protect potential conflicts of interest, I do not engage in any *billable* coaching relationship with my coworkers or employees.

Fee Structure

- My fee structure is based on your specific needs, as mutually discussed (e.g. during our introductory “Chemistry” discussion). Fees are invoiced monthly.
 - a. ☐ **Single Session Rate:** \$ _____ per session (scheduled on an *ad hoc* basis)
 - b. ☐ **Package Rate:** \$ _____ for _____ (number) sessions
Coaching cadence: ☐ **Bi-weekly** ☐ **Monthly** ☐ **other:** _____
Package expiration date: _____ (client responsible for package usage)
 - c. ☐ **Special Rate** (for Students and lower-income Clients): **\$50 per session** (scheduled on an *ad hoc* basis)
 - d. ☐ **No charge** (*pro bono*)


Signatures

Client Name

Client Signature Date

Philip Kang

Coach Name



Coach Signature Date