



STRATEGIC
ORGANIZATIONAL
LEADERSHIP
ACADEMY

Agreement for One-on-One Coaching - One Session

Date: _____

DETAILS OF AGREEMENT

Coachee Name:

Coach Name:

Beverly Fernandez-Illagan

Duration of Agreement:

One-off session only. Once session date is established, coaching agreement starts and ends on that session.

Sessions Length:

No. of Sessions: 1 session only

Duration per session: 30-40 minutes

Coaching Medium:

Virtual / Face to Face if within Metro Manila (adhering to any safety and health protocols)

Coaching Approach:

The coaching approach is aligned to how the International Coach Federation (ICF) defines coaching to be. ICF defines coaching as partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential. The process of coaching often unlocks previously untapped sources of imagination, productivity and leadership.

Thus, expect conversations that are developmental - with the intention of taking the coachee from his or her current level of awareness, performance or leadership to the next. Expect also conversations that are transformational - with the intention to allow the coachee to move from one belief or mindset to another, to support the intended developmental direction.

Coaching honors the creativity and capability of the coachee to self-generate solutions and insights that are relevant to the coaching goal. A coaching goal will be agreed upon by coach and coachee and then developmental and transformational conversations shall happen in each session aligned to the coaching goal.

Coaching is not advice-giving, mentoring or consulting. Although there may be rare instances that a consulting hat might be needed to help the coachee - the coach shall inform coachee of this "switching of hats".

COACHING FEES:

Schedule of Payment

THIS IS A COMPLIMENTARY/FREE COACHING SESSION

Description	Quantity	Unit Price	Cost
COMPLIMENTARY/FREE Coaching Session	1	₱ 0	0
*Total			₱ 0

WHAT YOU NEED TO KNOW:

Confidentiality

Coach undertakes not to disclose any information shared by coachee during sessions to any third party unless explicitly agreed otherwise.

Under certain conditions, your coach is authorized to breach confidentiality in the following areas:

- Communication that reveals the contemplation or commission of a crime or harmful act
- When it is believed the coachee may be imminently suicidal, may harm themselves or another
- Written consent from the coachee to release records to a third party
- When the information is made an issue in a court action
- When there is reasonable cause to believe that there has been child abuse or neglect, abuse of the elderly, dependent or vulnerable adults. This includes abandonment, financial exploitation, sexual or physical assault or if there is reasonable cause to believe that an act has caused fear of imminent harm.

Scheduling Procedure

The coach and coachee shall set each session schedule at least one month in advance. Coaching sessions may only happen in official business days (holidays not included) Mondays through Fridays from 8:00 AM to 8:00 PM.

Rescheduling, Cancellation & Refund

24 hours' notice prior the session must be given to cancel or reschedule, else session is considered delivered. Paid sessions are non-refundable except if coach is unable to fulfill the session/s for any reason. Rescheduling must only be within the coaching agreement duration.

I hope you find everything in order. If you have questions, I can be reached at **+63 9164793022** or in my email at **bevsfernandez0727@gmail.com**. If you are amenable with this agreement, please sign on the space provided for below to signify your acceptance. I personally look forward to be of service to you. Thank you.

Disclaimer: Coachee acknowledges that nothing said by coach can be construed as advice or instruction and that coach cannot be held responsible for coachee's decisions or actions.

Signed and Prepared by:

Beverly S. Fernandez-Ilagan
Coach and Consultant

Signed and Approved by:

Coachee Name: _____

Mobile Number: _____

Email Address: _____

Mobile No: +63 9164793022
bevsfernandez0727@gmail.com

Email Address: