

SAMPLE ONLY
To obtain an agreement to fill out, request one
from info@worldviewmatters.com

Coaching Agreement

PLEASE USE A COMPUTER TO FILL OUT APPROPRIATE AREAS BELOW (THE GRAY AREAS WILL EXPAND AS YOU TYPE), AND THEN SIGN TWO COPIES. MAIL BOTH COPIES TO WORLDVIEW MATTERS, 2800 122ND PLACE NE, BELLEVUE, WA 98005, OR (BETTER YET) SCAN AND E-MAIL TO INFO@WORLDVIEWMATTERS.COM. I (CHRISTIAN OVERMAN) WILL SIGN BOTH COPIES, AND RETURN ONE TO YOU FOR YOUR RECORDS.

IF THERE ARE ANY ADJUSTMENTS YOU WISH TO MAKE BEFORE SIGNING, PLEASE INDICATE IN THE AREA PROVIDED, AND E-MAIL THIS FORM TO OVERMAN@BIBLICALWORLDVIEW.COM PRIOR TO SIGNING. I WILL REVIEW THE ADJUSTMENTS YOU WISH TO MAKE AND SEND THE FORM BACK VIA E-MAIL FOR YOUR COUNTER APPROVAL BEFORE SIGNING. IF YOU HAVE QUESTIONS, DO NOT HESITATE TO ASK. I LOOK FORWARD TO OUR COACHING RELATIONSHIP!

THIS IS AN AGREEMENT BETWEEN

Your Name: _____
Name of Coach: **Christian Overman**
Number to Use for Coaching Sessions: **xxx.xxx.xxxx (USA country code = 011) Skype: xxxxxxxxxxxxxxxxx**
E-mail to Use Between Sessions: **xxxxxxx@xxxxxxxxxxxxxxxxxxxx.com**

GROUND RULES

1. The Coachee calls the Coach at the scheduled day/time for a coaching session via phone/skype.
2. The Coachee sets the agenda for the coming session at the conclusion of each session.
3. The Coachee completes all action steps the he/she has self-determined, before the next session.
4. If either the Coachee or the Coach need to reschedule a session due to an unavoidable conflict, or illness, each will give the other at least 12 hours notice to reschedule (unless it is a true emergency).

Coachee: Please type your initials here, indicating that you agree to items 1-4 above, or provide any modifications you would like to have considered:

5. Information shared in coaching sessions is confidential and not shared outside the session unless mutually agreed upon, and documented in writing by the Coach. The only exception to this procedure would be in a situation where the Coach is required by law to make a disclosure, or where the Coach has a good-faith belief that disclosure of information is necessary to comply with the law, to protect the Coach's rights or property, to avoid harm to the Coach, Coachee or anyone else, or to respond to an emergency. In such situations, disclosure would be limited to essential information.

6. For credentialing purposes, the Coachee's name and contact information (not contents of coaching sessions) may be provided to the International Coach Federation or other qualified organizations.

Coachee: Please type your initials here, indicating that you agree to item 5 and 6 above, or provide any modifications you would like to have considered:

7. It is understood that coaching sessions are not therapy sessions, or psychological counseling sessions, nor will any coaching sessions be a substitute for counseling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment. Furthermore, the Coachee will not use any coaching sessions in place of diagnosis, treatment or therapy. The Coachee will seek independent professional guidance for legal, medical, financial, business, or family matters. The Coachee understands that all decisions in these areas are exclusively his/hers, and the Coach acknowledges that decisions and actions regarding them are the Coachee's sole responsibility. The Coachee further acknowledges that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association, and the Coachee understands that the Coach is neither an employment agent, financial analyst, mental health practitioner, business manager, legal advisor, licensed therapist, psychologist, psychiatrist nor medical doctor.

8. The Coachee acknowledges that he/she has read and understands the definition and description of "Coaching" as contained in the informational document provided by Worldview Matters®, called, *What is Meant by Coaching?* (If you do not have this, request it from info@worldviewmatters.com.)

Coachee: Please type your initials here, indicating that you agree to item 7 and 8 above, or provide any modifications you would like to have considered:

RIGHTS

9. The Coachee may choose to discontinue the coaching relationship at any time, for any reason, spoken or unspoken. If any prior payment has been made to the Coach for coaching services that have been curtailed, the amount of the curtailed session(s) will be fully refunded within 30 days.

10. If one party to this agreement feels wronged by the other, both have the right (and obligation) to let each other know as soon as possible, in order to work things out in good faith.

Coachee: Please type your initials here, indicating that you agree to items 9 and 10 above, or provide any modifications you would like to have considered:

RESPONSIBILITIES

11. The Coachee understands and agrees that he/she is fully responsible for his/her physical, mental and emotional well being during all coaching sessions, including choices and decisions made both during and after the sessions.

12. The Coachee understands that "coaching" is a professional-client relationship with a coach that is designed to facilitate the creation/development of personal, professional or business goals, and to develop as well as carry out a strategy/plan for achieving those goals. The Coachee acknowledges that deciding how to handle these goals, incorporate coaching into those goals, and implement these goals is exclusively his/her responsibility.

13. It is highly recommended [*recommended*, not *required*] that the Coachee will read Dr. Overman's books *God's Pleasure At Work* and *The Difference One Life Can Make* (and view the video clips that accompany these books) while being coached. These books and video clips will help greatly in setting the Biblical backdrop for all coaching conversations. To purchase these books (\$35 for both books, or \$19.95 if purchased separately), go to <http://www.biblicalworldview.com/bookstore.html>, or call 877.624.0230.

14. The Coachee promises that if he/she is currently in therapy or otherwise under the care of a mental health professional, that he/she has consulted with the mental health care provider regarding the advisability of working with a coach, and that this person is aware of the decision to proceed with the coaching relationship.

15. The Coach and Coachee agree to a relationship of sincere honesty and openness. Only under these circumstances can the coaching relationship serve its purpose well.

Coachee: Please type your initials here, indicating that you agree to items 11-15 above, or provide any modifications you would like to have considered:

FORMAT AND FEES

16. The Coachee receives:

- A free "test drive" session (if you have not already done your "test drive" session, please contact info@worldviewmatters.com to set up a time for this **before turning in this agreement**, since the "test drive" is required of all prospective clients to determine if the coaching relationship is a good match for both the Coachee and the Coach). The "test drive" is 60 minutes.
- Continuing 60-minute coaching sessions, at a frequency mutually determined by the Coachee and the Coach. Most clients have sessions every two weeks.
- Unlimited email support between sessions during the agreed-upon term.

17. After each session, the Coach will e-mail a short *Review Form* for the Coachee to complete and e-mail back within 24 hours after the session. [This form will reiterate the Coachee's action plan and capture the most significant "take-aways" from the session.] Before the next session, the Coach will e-mail a short *Focus Form* for the Coachee to complete and e-mail back at least 12 hours prior to the session. [This form will assess progress and indicate desired focus for the coming session.]

18. All coaching sessions will be done over the telephone, or Skype.

19. The Coachee agrees to fill out the *Getting To Know You* form provided by Worldview Matters®, and to e-mail it to overman@worldviewmatters.com at least one week prior to the first paid coaching session. (Request this at info@worldviewmatters.com.)

20. The date and time for the first paid session will be mutually determined at least three days after Worldview Matters has received two signed hard copies of this agreement. The Coach will contact the Coachee regarding this.

21. This agreement is for an open number of sessions, as determined by the Coachee. There is no minimum number of sessions, and no maximum. When the Coachee feels that it is time to quit, or time to take a break, he/she will just let the Coach know.

The fee is \$75 per session. Payments shall be made in monthly installments, as invoiced by Worldview Matters®. [Do not pay until invoiced.]

Payments shall be made either via check or money order to Worldview Matters®, or via credit card (call 877.624.0230), or via PayPal on the Internet (ask for details).

Coachee: Please type your initials here, indicating that you agree to items 16-21 above, or provide any modifications you would like to have considered:

After you have used a computer to fill out this agreement—typing in the grey areas, which will expand as you type—run off two copies, sign below, and mail to Worldview Matters (address below), or better yet, scan and e-mail your signed agreement to info@worldviewmatters.com. One copy will be signed by the Coach and returned to you for your records. If you have any questions, call Dr. Christian Overman at 425.702.9741.

Coachee Signature: _____ Date: _____

Coach Signature: _____ Date: _____