

Dear Corporate Client:

I am pleased to submit this proposal to formalize our discussions about assisting Xxxx develop enhanced leadership skills to improve his performance, and prepare for increased levels of responsibility. In addition, it is expected that Xxxx will improve his people development skills.

Please see the attached Executive Coaching Process document for the general process.

1. **Expectations:** Specific expectations are that the coaching will help Xxxx develop enhanced leadership skills to improve his performance, and prepare for increased levels of responsibility. In addition, it is expected that Xxxx will improve his people development skills.
2. **Confidentiality:** The coach/client relationship is confidential, except in the case of potential harm to himself or others. I will provide general feedback to management, but the primary feedback will come from Xxxx to his manager. I encourage my clients to view their manager as a partner in their self-development, to report progress, and ask for needed support.
3. **Measurement of Results:** Before and after 360 degree feedback and/or employee evaluation reports can provide evidence of change, as well as observations by management and others. After an initial period of 3 – 6 months any initial performance assessments are usually repeated to evaluate progress.
4. **Term of Contract:** Strategic Coaching Network (SCN) coaching contracts are for 12 months, with a 3 month checkpoint to ensure that the client is making suitable progress. Achieving sustainable behavioral change takes time, and the coaching provides for continued support while the new behaviors are applied.
5. **Time and Place of Service:** The initial session, which includes feedback from intake assessments, is delivered in person (usually off-site) in a half-day session. Afterward, there are three 1 hour calls a month on the telephone (1 hour per week for the first three weeks of the month). In addition, I provide unlimited e-mail access and limited telephone access between calls.
6. **Fees and Payment Terms:** As we discussed, the fees will be \$xxx/month, with an additional \$xxx for the first month intake and assessment. Pre-payment of the first three months of fees is due prior to the first session. Afterward bills for monthly coaching services will be provided at the end of each month. Fees are exclusive of out-of-pocket expenses. Any expenses will be invoiced as a separate item and will be charged at our actual cost. Checks should be made payable to xxxxxxxx.

I will mail you an invoice for coaching services for the first three months. If you have any questions, please let me know.

My Standard Terms & Conditions follow.

Thank you for this opportunity. I look forward to working with Xxxx.

Sincerely,

Ronald V. Paxton  
President, Strategic Coaching Network

**Standard Terms & Conditions**

1. All information disclosed between Xxxx (Client) and Ronald Paxton (Coach) will be held strictly confidential.
2. XYZ Corporation fully understands and agrees to the free exchange of information between Xxxx and Ronald Paxton as it relates to this proposal.
3. The Client is responsible for the outcomes. We may suggest structures and viable options but it is up to the client to make the final decisions on each step and to commit to follow through. The Coach provides guidance, resources and support through the process.
4. Neither of us shall be liable to the other for more than the fees paid under this arrangement, for any reason, including a claim based on breach of contract or negligence. Neither party will be liable for consequential, indirect or punitive damages.
5. Unless we expressly assume any such responsibility in subsequent arrangements, you shall be fully responsible for your use of the results of our work, and you agree to indemnify and hold us harmless in connection with any claim relating to your use of such results.
6. Either party may at any time and without cause terminate this arrangement by giving fifteen (15) days' written notice of termination to the other party. In the event of such termination, you will pay for all services rendered and expenses incurred by the Coach through to the date of termination.
7. Scheduled coaching sessions that are cancelled within twenty-four (24) hours are subject to cancellation fees of up to fifty percent (50%) of the session fee.

By signing below XYZ Corporation agrees to the aforementioned program deliverables and terms & conditions.