

# Coaching Agreement

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Write down how you would approach each conversation for the coaching agreement elements.

What coaching is and is not	
Duration of the coaching relationship and session length	
Location and communication methods – in person / phone / web	
Responsibilities of the coach and coachee	
Objectives and needs of the coachee	
What is included and what is not included (i.e. emails or calls)	
Fees and payment	

