RW
RASHAUN WARREN
RDW EXECUTIVE EDGE · EXECUTIVE COACHING

rashaunwarren.com
info@rashaunwarren.com
(808) 208-3654

Professional Coaching Agreement

Individual Coaching Guidelines & Agreement

AGREEMENT DATE

CLIENT INFORMATION

CLIENT FULL NAME

TITLE / ORGANIZATION

EMAIL

PHONE

Dear _____ ,

I am really looking forward to our coaching sessions together. Before our first session, please become familiar with the coaching process outlined below. If you have any questions, please email me at info@rashaunwarren.com.

This is a Professional Coaching Agreement between **RaShaun D. Warren, RDW Executive Edge** ("Coach") and the client named above ("Client"). Prior to entering into a professional coaching relationship, please carefully read the following agreement and indicate that you understand and agree by signing below.

PROGRAM DETAILS

NUMBER OF SESSIONS

SESSION LENGTH

FORMAT

PROGRAM START DATE

PROGRAM END DATE

SESSION FREQUENCY

VIDEO MEETING LINK (ZOOM / TEAMS)

FEE ($)

PER

NUMBER OF PAYMENTS

TOTAL INVESTMENT

$

PAYMENT METHOD

☐ rashaunwarren.com ☐ Invoice ☐ Other:

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COACHING GUIDELINES & TERMS

01 **Terms and Conditions.** I understand that professional coaching is a relationship I have with a professional coach that is designed to help develop and establish short- and long-term goals, and to develop and implement strategies to achieve those goals, which may involve all areas of my life.

02 **Procedure.** Coaching conversations will take place by phone at (808) 208-3654 or by video using the meeting link listed in the Program Details. You may also email me anytime at info@rashaunwarren.com.

03 **Sessions.** I understand that I am fully responsible for my choices and decisions and may discontinue coaching at any time. This agreement is specifically for the number and length of sessions listed in the Program Details and will utilize the RDW Executive Edge coaching approach. It may include assessments such as Korn Ferry's Emotional and Social Competency Inventory (ESCI), the Myers-Briggs Type Indicator (MBTI), or other assessments provided by the Client.

04 **Changes.** If you need to reschedule a session, please give me at least 24 hours' notice. There may be a time when I need to reschedule as well; when possible, I will let you know at least one week in advance.

05 **Confidentiality and Credentialing.** As a professional coach, I abide by the International Coaching Federation (ICF) Code of Ethics (available at coachingfederation.org). The coaching relationship is confidential. For coach credentialing purposes, your name and contact information, but not the contents of your coaching, may be shared with the ICF and other qualified organizations.

06 **Fee.** The coaching fee, payment schedule, and total investment are listed in the Program Details. Payments are made as indicated, either through rashaunwarren.com or by invoice.

07 **Session Recording (Optional).** Sessions are recorded only with the Client's separate written consent in the Session Recording Consent section of this agreement, and only for the purposes the Client selects there. Saying no has no effect on the coaching, the fees, or how the Coach works with the Client.

ACKNOWLEDGMENT & SIGNATURES

☐ I have read and understand the terms of this Professional Coaching Agreement, and I agree to enter into this coaching relationship.

Client

PRINTED NAME

SIGNATURE (TYPE FULL NAME TO SIGN ELECTRONICALLY)

DATE

Coach

PRINTED NAME

RaShaun D. Warren, RDW Executive Edge

SIGNATURE (TYPE FULL NAME TO SIGN ELECTRONICALLY)

DATE

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OPTIONAL · COMPLETE ONLY IF YOU AGREE TO A SPECIFIC SESSION BEING RECORDED

Session Recording Consent

To earn the ICF Associate Certified Coach (ACC) credential, the Coach must have his coaching reviewed by a qualified mentor coach and may need to submit a recorded session for ICF's performance evaluation. This section asks your permission to record one or more specific sessions for those purposes only.

> **This consent is optional.** Saying no has no effect on your coaching, your fees, or how the Coach works with you. You can stop a recording at any point during a session, and you can withdraw this consent before the recording is shared.

SESSION DATE(S) TO BE RECORDED

MENTOR COACH NAME AND CREDENTIAL (IF KNOWN)

TRANSCRIPTION METHOD OR SERVICE
Prepared by the Coach, or by Zoom's built-in transcript feature

1. PURPOSES

Check each purpose you agree to. The recording will be used for nothing else.

- ☐ Review by the Coach's mentor coach, an ICF credentialed coach (PCC or MCC), for mentor coaching feedback.
- ☐ Submission to ICF for the Coach's ACC performance evaluation, with a written transcript as ICF requires.
- ☐ Review by the Coach alone, for his own professional development.

2. HOW THE RECORDING IS HANDLED

- Sessions are recorded in the Coach's password-protected Zoom account. Audio only is used where possible.
- The Coach will not use your full name during the recording and will remove identifying details from any transcript where possible.
- Transcripts are prepared by the Coach or with the transcription service named above. No other artificial intelligence tool is used.
- Recordings are shared only through secure links with the mentor coach and ICF, never by email attachment and never with a sponsor or employer.
- Recordings and transcripts are deleted within 30 days after the mentor coaching review or the ICF evaluation result, whichever is later, and no later than 12 months after the session.

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3. WHAT THE RECORDING WILL NOT BE USED FOR

The recording will never be used for marketing, testimonials, training others, publication, or research, and will never be shared with your employer or any sponsor.

4. RECORDING CONSENT SIGNATURES

By signing below, the Client consents to the recording of the session(s) listed above, for the purposes checked above only. This consent is separate from, and not required by, the Professional Coaching Agreement.

Client

PRINTED NAME

SIGNATURE (TYPE FULL NAME TO SIGN ELECTRONICALLY)

DATE

Coach

PRINTED NAME

RaShaun D. Warren, RDW Executive Edge

SIGNATURE (TYPE FULL NAME TO SIGN ELECTRONICALLY)

DATE

To withdraw this consent before a recording is shared, email info@rashaunwarren.com.

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Preparation for Your First Coaching Session

Please take a few minutes to reflect on the questions below and return this form before our first session. There are no right or wrong answers — your responses help us make the most of our time together.

01 Where would you like to focus our first session?

02 How is this important to you personally?

03 How is this important to you professionally?

04 What are two or three important themes or goals you would like to focus on over these sessions?

05 What do you hope to achieve over the course of our sessions?

06 What are your expectations for growth and development through this experience?