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:

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

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.

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

RW
RASHAUN WARREN
RDW EXECUTIVE EDGE · EXECUTIVE COACHING
rashaunwarren.com
info@rashaunwarren.com
(808) 208-3654

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?