

## **Mentor Coach – Client Agreement**

I am pleased to welcome you as a client and look forward to encouraging you by listening deeply, reinforcing your strengths, and celebrating your successes. The following information will be helpful to you in understanding the nature of the mentor coaching relationship. Please read through and sign the agreement and return it to me before our first session, remembering to keep a copy for yourself.

### *Purpose of mentor coaching*

Coaches working toward obtaining or renewing an International Coach Federation credential must complete ten mentor coaching hours over at least three months before applying for that credential. These hours are intended to provide feedback, coaching, and mentoring on the mentee's coaching skills so that the mentee strengthens abilities in each of the ICF core competencies.

### *Session outline*

Here is what a mentor coaching session looks like:

- The mentee records a conversation with a coachee (with the coachee's permission).
- Before the mentor coaching session, I ask the mentee to
  - send a downloadable version of the coaching recording at least 24 hours in advance and
  - listen to the recorded coaching conversation and identify 2-3 areas of strength and 2-3 growing edges along with timestamps from the recording demonstrating each. (I will do the same.)
- During the mentor coaching session, the mentee and I go to the timestamps for the areas of strength and growing edges and listen to those segments of the coaching session together. We then discuss them in the context of the ICF core competencies.
- After the mentor coaching call, I provide the mentee with written feedback on the entire recording.

### *Disclaimers*

Mentor coaching is one tool to assist a client in preparing for application for ACC or PCC certification but does not guarantee certification. Additionally, my assessment of a recorded coaching conversation does not mean that an ICF assessor will provide the same assessment.

The power of the coaching relationship comes from the effort you put into it. Because coaching is client-driven, ultimately you are responsible for creating your own results.

You are responsible for your physical, mental, and emotional well-being during coaching calls. Our coaching relationship should in no way be construed as psychological counseling or any form of therapy. I trust that you will contract with a licensed professional in those areas if needed.

Coaching is not to be used as a substitute for professional advice by legal, medical, financial, business, or other qualified professionals.

### *Coach – client covenant*

As your coach, I covenant with you that I will:

- Coach you by phone or Zoom for 10 one-hour sessions. This covenant can be renewed or extended at the same terms by oral agreement of both the client and the coach, demonstrated by the client scheduling additional sessions.
- Spend time focusing my thoughts and praying about our time together prior to our call.
- Be on time and fully present for our session.
- Keep our conversations confidential except as required by law. Note:
  - Your name and email address might be shared with the International Coaching Federation for the sole purpose of tracking client hours.
  - I engage a professional certified supervising coach for my ongoing growth as a coach. As I talk with that coach about my work, I never share names or any other identifying information about clients. Additionally, certain topics from mentor coaching sessions might be anonymously shared with other coaching professionals for training or consultation purposes.
  - I use an online platform for transcription purposes. Your recorded session and all associated information, contained within my secure account, will be deleted after I provide you with written feedback on your coaching.
- Notify you no less than 48 hours in advance (excluding emergencies) if an unavoidable conflict with our coaching session arises.

I ask you as the client to covenant that you will:

- Spend time focusing your thoughts and praying about our time together prior to each call.
- Be on time and fully present for our session.
- Notify me no less than 24 hours in advance (excluding emergencies) if an unavoidable conflict with our coaching session arises. When a call is missed

without advance notice, I extend a one-time grace period for re-scheduling. If subsequent calls are missed, they will be invoiced at our agreed-upon rate.

- Obtain written authorization/release from your clients before recording sessions with them for us to review.
- Make payment(s) totaling \$1600 (discounts are available for clergywomen and solo pastors), with the first half payment due before the first session and the second half payment due before the sixth session.

Either party can terminate the coaching relationship at any time.

Our signatures on this agreement indicate full understanding of and agreement with the information outlined above.

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Coach's Signature

Date

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Client's Signature

Date

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