



COACHING AGREEMENT

Coach Name:

ICF Credential:

Address:

Telephone:

Email:

Website:

WWIN Grant Recipient Name:

Grant Period:

This Agreement is entered into by and between Washington Women In Need, herein referred to as WWIN, and the above listed ICF certified Coach whereby the Coach agrees to provide coaching services for WWIN Grant Recipients focused on the goals of the Grant Recipients designated program.

The Pathways to Success program provides a woman with the opportunity to gain a sense of who she is, to feel free to make choices and informed decisions about her life, to set ambitious goals for herself and take action on those goals. Women who participate in this program, *with the support of a certified Coach, will create a personalized plan to achieve economic stability.* This plan must include a clear vision for an economically stable future and a set of action steps to help her achieve her vision.

The Career Launch program provides an upcoming graduate or recent graduate with the opportunity to access vital career planning resources. With the support of a certified Coach, she will *gain necessary skills to navigate the workplace*, such as preparing for an interview, negotiating her first salary and how to successfully launch her career. Coaches are not required to directly teach or provide these skills, but should coach the Grant Recipient to take actions to achieve these goals, and provide referrals if additional support is needed.

Description of Coaching: Coaching is a partnership (defined as an alliance, not a legal business partnership) between the Coach and the Grant Recipient in a thought-provoking and creative process that inspires the Grant Recipient to maximize personal and professional potential. It is designed to facilitate the creation/development of personal, professional or business goals and to develop and carry out a strategy/plan for achieving those goals.

1) Coach-Grant Recipient Relationship:

A. Coach agrees to maintain the ethics and standards of behavior established by the International Coach Federation "(ICF)". www.coachfederation.org/ethics.

2) Services:

The Coach agrees to engage in a 6-month coaching program to include three 1-hour sessions per month through in-person, video conference or telephone meetings with the Grant Recipient. Coach will be available to Grant Recipient by e-mail and voicemail in between scheduled meetings as defined by the Coach in the Coach and Grant Recipient contract.



The Grant Recipient has agreed to participate in this WWIN funded coaching program with the specific goal of achieving economic stability for herself. She has agreed to participate in the coaching process and work to create a clear vision, develop action steps to achieve that vision and to take actions to move toward her goal of economic stability. The Coach understands that while many topics may be covered during the coaching process, they should be in service to the above-mentioned program goals.

What does it mean to be economically stable? WWIN believes that a woman has achieved economic stability when she can fully meet current financial obligations, feels secure in her financial future and is able to make choices that allow her to enjoy life.

WWIN believes that to achieve economic stability a woman needs to be free to think bigger than her current circumstances and to reach further than she thought she could. The Coach understands that it is their role to open up possibilities and dreams for the Grant Recipient, to challenge the Grant Recipients thinking when it restricts her from reaching her full potential and to encourage the Grant Recipient to take actions that will lead her to a successful living wage career.

Prior to the final coaching session, the Coach will facilitate the Grant Recipient completing a WWIN survey outlining her plan for the future. WWIN Staff will provide the survey results to the Coach to review during the last coaching session.

3) Schedule, Fees and Billing:

The coaching period is defined above. Services provided before or after the dates listed above, or in addition to the listed services in this Grant agreement are not authorized. They will not be paid by WWIN and are the Grant Recipient's responsibility.

Coaches are required to provide WWIN with a current W-9 form and their current ICF certificate prior to sending in their first invoice.

WWIN will pay \$300 per month based on three 1-hour meetings per month.

The Coach will submit an invoice to WWIN monthly with a brief online progress survey.

WWIN will provide payment for each invoice within 30 days of receiving invoices and the associated progress survey.

4) Procedure:

Once the Grant Recipient is awarded a grant, she has 10 days to contact a Coach and complete any communication to determine if it is a good fit. It is recommended that Coaches offer a "discovery" session to determine fit.

Grant Recipients are required to begin active coaching within 30 days of being awarded a grant.

The time of the coaching meetings and/or location will be determined by the Coach and Grant Recipient based on a mutually agreed upon time.

5) Confidentiality:



This coaching relationship, as well as all information (documented or verbal) that the Grant Recipient shares with the Coach as part of this relationship, is bound by the principles of confidentiality set forth in the ICF Code of Ethics. However, please be aware that the Coach-Grant Recipient relationship is not considered a legally confidential relationship (like the medical and legal professions) and thus communications are not subject to the protection of any legally recognized privilege. The Coach agrees not to disclose any information pertaining to the Grant Recipient without the Grant Recipient's written consent.

Confidential Information does not include information that: (a) was in the Coach's possession prior to its being furnished by the Grant Recipient; (b) is generally known to the public or in the Grant Recipient's industry; (c) is obtained by the Coach from a third party, without breach of any obligation to the Grant Recipient; (d) is independently developed by the Coach without use of or reference to the Grant Recipient's confidential information; or (e) the Coach is required by statute, lawfully issued subpoena, or by court order to disclose; (f) is disclosed to the Coach and as a result of such disclosure the Coach reasonably believes there to be an imminent or likely risk of danger or harm to the Grant Recipient or others; and (g) involves illegal activity. The Grant Recipient also acknowledges his or her continuing obligation to raise any confidentiality questions or concerns with the Coach in a timely manner.

6) Release of Information:

Coaches will be required to share with WWIN information regarding the Grant Recipient's participation and if they are working toward the intended program goal. WWIN will not ask for information regarding what is discussed in a session.

9) Termination:

Either WWIN or the Coach may terminate this Agreement at any time with two weeks written notice. WWIN agrees to compensate the Coach for all coaching services rendered through and including the effective date of termination of the coaching relationship.

If the Coach feels the relationship is not a good fit, or the Grant Recipient is not ready for coaching they should contact the WWIN Program Director for assistance.

CERTIFICATION

*I have read and agree to the above terms of the
WWIN Coaching Agreement.*

ICF Certified Coach

Date Signed

Program Director, Washington Women in Need

Date Signed