



**Wheaton Park District/ Corporate Learning Institute (CLI)  
Agreement for Executive Coaching Services**

The terms and conditions are as follows:

**1) Coaching Process**

Coaching is intended to aid the coachee in becoming more effective in the coachees current and future roles. Coaching is not considered psychological counseling.

**2) Coaching Logistics**

The coaching services will consist of at least 8 coaching sessions. Each coaching session will be approximately 90 minutes in length. A coaching location will be determined by the coach and coachee.

**3) Investment**

The fee for the coaching services is \$4,600.00 This fee is based on:

1. 1 Orientation session
2. 8 coaching sessions
3. Necessary Assessment tools
4. Reference materials
5. Check-in calls
6. Quick phone consulting on an as needed basis
7. All coaching prep-work and session design
8. All travel expenses (Local Chicago delivery.)
9. Use of office space

Payment is included with the existing retainer until completed.

**4) Confidentiality and Anonymity** (See coaching release document for additional information.

1. Coach does not report out to anyone.
2. Coach does not provide an evaluation of performance.
3. Coach will not reference Coachee in any context to others.
4. Coach reserves the right to disclose upon discovery of dangerous situations.
5. Coachee will provide regular updates as required by the coachee's upstream leader.
6. Coach may, if asked, based on the initial goals and coaching objectives share coachee general high level information if asked by coachee's upstream leader.

I agree to the above terms and conditions:

Client Signature

Printed Name

9/20/23  
Date