

ENTERPRISE LEADERSHIP NEW ZEALAND

Full Spectrum Business Coaching

PROGRAM AGREEMENT

Client: _____ (hereafter referred to as "you")

Company: _____

Business Address: Pro Forma Agreement

Home Address: _____

Business Phone: _____ **Home Phone:** _____

Fax Number: _____

Email Address: _____

This agreement is dated _____ day of _____ 2003

Enterprise Leadership New Zealand Limited is a foundation member and part owner of The Alliance for Enterprise Leadership Inc. (AEL), an international alliance of business coaching organisations dedicated to developing the next generation of pre-eminent business coaching programs.

Enterprise Leadership New Zealand Limited, (AEL Certified Business Coaches), will provide you with the following services:

- 1. Full Spectrum Business Development Introductory Meeting.** On your start date your AEL Certified Business Coach will contact you to schedule your first Business Development meeting and to answer any questions you may have about materials you will need to prepare. During this first call you will schedule your Full Spectrum Business Development Introductory Meeting to be held within 10 days after your start date.
- 2. Full Spectrum Business Development Business Development Meetings.** Each Month, after your introductory meeting, your AEL Certified Business Coach will meet with you by telephone in two fifty minute meetings. These meetings will provide the Full Spectrum Business Development Point of View consultation, personal coaching and counselling you need in order to progress along the track toward creating what you want out of your business and your life.
- 3. Periodic Full Spectrum Business Development Progress Meetings.** Periodically, your progress will be evaluated to assess the results you are achieving and to identify opportunities for further development. Progress evaluations will allow you to go through each Module, staying on track and improving as you work toward Full Spectrum Business Development.

4. **Full Spectrum Business Development Topics as you move through The Full Spectrum Business Program.** On an on-going basis, your AEL Certified Business Coach will send Full Spectrum Business Development materials in the form of topics with Commitment Agreements to guide you. All topics will be issued to you in order and your AEL Certified Business Coach will coach you through to completion of each in the outlined sequence. Should you require assistance outside the scope of the Module in which you are working, you will have access to your consultant to respond to your shorter-term needs.
5. **Urgent Access to your AEL Certified Business Coach.** When you need help right away on an issue in your business that falls outside of the Module in which you are working (the Urgency process), you can call your AEL Certified Business Coach between 8.00 am and 5.00 pm on normal business days. Your AEL Certified Business Coach will return your call as soon as possible.

In exchange for the Full Spectrum Business Coaching services, you agree to provide the following:

6. **Full Spectrum Business Development Program Fees** as agreed are payable to Enterprise Leadership New Zealand Limited upon execution of this agreement. Charges for extra time on matters falling outside the Module on which you are working (the Urgency process) will be agreed with you and charged at the time of service.
7. **Financial and Operational Data.** As requested, you will provide business operational and performance data including financial statements and reports to assist in monitoring your progress in the Full Spectrum Business Development program and its results in your business.
8. **Completion of the Full Spectrum Business Development Program.** The time to complete your customized business development program will depend on the combination of topics selected. The expected time to complete your selected program will be discussed with you by your AEL Certified Business Coach at the Introductory Meeting outlined in paragraph 1 of this agreement. Approximately five hours per week, or routine Business Development time in addition to your meetings with your AEL Certified Business Coach, is recommended to achieve results in the Full Spectrum Business Development program.
9. **Track Commitment and Perspective.** Consistent with the Full Spectrum Business Development Point of View, we strongly advise avoiding "fire fighting" and/or crisis management. Instead, we recommend methodical and routine time dedicated to the development of systems within a greater context created by completing The Full Spectrum Business Development Program topics in sequence. Urgent needs outside the scope of the prescribed track can be addressed through the Urgency process.
10. **Confidentiality.** All client information received by Enterprise Leadership New Zealand Limited will be treated as confidential as between the client and Enterprise Leadership New Zealand and will not be disclosed to any other person for any reason whatsoever.

GENERAL CONDITIONS

11. The Full Spectrum Business Development Program materials you receive are confidential and proprietary to The Alliance for Enterprise Leadership Inc. and cannot be used, disclosed or duplicated except within your own company. These materials are unpublished works protected by U.S. and New Zealand copyright laws and no unauthorised copying, adaptation, distribution or display is permitted.
12. Enterprise Leadership New Zealand Limited business coaching services are advisory. You bear sole responsibility for the use and implementation of these services in your business. You agree to forever indemnify and hold harmless Enterprise Leadership New Zealand Limited and any of its owners and employees from and against any loss, cost or expense resulting from your activities related to the subject matter in this document and in the Full Spectrum Business Development Program.

13. While Enterprise Leadership New Zealand Limited will be providing you with guidance, coaching, and Full Spectrum Business Development program materials, you will be primarily accountable for producing the results in the Full Spectrum Business Development program.
14. Scheduled Business Development meetings can be rescheduled. If you need to reschedule a meeting you agree to provide 24 hours notice or forfeit the meeting.
15. From time to time your AEL Certified Business Coach will take a vacation and will need to schedule Business Development Meetings around such times.
16. You may elect to terminate this agreement at any time with a written thirty (30) day's notice to Enterprise Leadership New Zealand Limited.

This Agreement is the entire agreement between you and Enterprise Leadership New Zealand Limited (AEL Certified Business Coaches). All prior agreements, promises or representations are merged herein.

Enterprise Leadership New Zealand Limited

Pro Forma Agreement

Signature _____

Client Name

Signature _____