



Executive level one-on-one coaching

Building a strong leadership team

Senior level meeting facilitation

Strategic change consultancy

Key talent development

Onboarding

PCS Professional Coaching Services

Terms of Engagement

Effective 1st July 2011



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Doing business with our organisation

Type of organisation:

Business Partnership

Name of organisation:

M Hoyle & L M Thompson trading as PCS Professional Coaching Services

ABN Number:

75472340419

Address:

PO BOX 876

St Ives

NSW 2075

For up-to-date contact details visit:

www.professionalcoachingservices.tel

Trading terms:

- 1. Coaching slots can only be guaranteed on receipt of formal letter of instruction**
- 2. Individual coaching programmes will commence after receipt of formal purchase order**
- 3. Full payment within 30 days of invoice**

Payment to:

M Hoyle & L.M Thompson trading as PCS Professional Coaching Services

Westpac BSB 032-188 Account 304693

All pricing quoted is subject to GST at the prevailing rate



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Pricing

Our organisation operates on the basis of providing 'Coaching slots'. A coaching slot is defined as an agreement to work at a fixed cost with one executive-level individual for a minimum period of 1 calendar quarter, meeting a minimum of 6 times during each 3 month period but with no maximum number defined. It is expected that a coaching programme will occupy one slot for a minimum of 4 quarters, though the programme can be brought to an end by the client at any time given 1 quarter's notice. The client is able to transfer the slot to an alternative individual should this be appropriate without additional charge.

Executive-level coaching

For all assignments commencing 1st July 2011 onwards each coaching slot will be charged at a fixed rate of AUS\$7,500 per quarter, irrespective of the number of meetings or materials used. **This cost will be fixed for the whole of the coaching assignment, and any slots taken will be reserved on the client's behalf throughout the agreed term.** The only other charge will be for travel and accommodation (outside of Sydney) which will be billed at cost.

Working with individuals at non-executive level – Key talent development

We are often asked by many of the companies we meet if it will be possible to extend our work to cover individuals who are not yet at executive level, but for whom coaching would be a valuable tool to accelerate their development within the organisation. As such we have built a model to deal with this.

In order to help our clients develop their key talent we offer a limited number of coaching slots at a reduced rate. These are identical in scope to our standard executive coaching slots, and are only available to current clients already contracted at the full rate. The price for key talent development coaching slot is AU\$6,000 per quarter, with all other terms and conditions remaining the same.

Working at team level

It is a natural consequence of coaching senior individuals that we are often asked to provide support at team levels, for example in working together more effectively and providing feedback on team dynamic and behaviour. In addition we provide team coaching on specific areas of executive team development including building a strategic plan for the business. This usually involves your coach attending or facilitating team meetings and providing specific content during the session. For this type of coaching we charge a fixed fee of AUS\$2,000 per day plus travel and accommodation expenses.

Martin Hoyle.

Coach to Executives, Senior Managers and Leadership Teams.