

Coaching Agreement and Contract

Name of Coach :

Name of Coachee :

Date of first meeting :

A coaching relationship is a collaborative partnership. It focuses on you, the person being coached and topics explored can be any work or home related subjects. The coach helps you to find your own answers to issues.

We have both agreed the parameters of this relationship and discussed their practical implications for us.

We have agreed to meet regularly (usually between 1 and 6 times). We will time these meetings to coincide with specific stages so that constructive feedback can be provided and objectives reviewed. It is the joint responsibility of both the coach and the coachee to agree the scheduling of these meetings.

If for any reason a meeting is cancelled we will meet again at the next mutually convenient date. The person who cancelled has responsibility to re arrange this meeting.

We have agreed that 50 minutes is a suitable length of time for our meetings.

As coach, I may suggest the services of other professionals when deemed necessary or appropriate.

Coaching is confidential. Exceptions to this would be in the event of : -

- A person being at risk to themselves or others
- Illegal or unethical actions

As coach, I will store, and dispose of any records created during coaching in a manner that promotes confidentiality, security, and privacy, and complies with any applicable laws and agreements. As a coachee you can request access to your records, should you wish to.

Both parties will try to ensure that the meeting is not interrupted to give full attention to the interaction.

As coachee, you will try to ensure that, to the best of your ability, the agreed objectives set out at each session are met. You should alert me if there are particular diversity support needs.

Any changes in circumstance will necessitate the discussion and agreement of a new agreement.

Either party can request a termination of this agreement/ contract if there is a breakdown in the coaching relationship, inadequate commitment to the process or lack of progress being made.

We will treat each other with dignity and respect, remain objective, listen carefully and check understanding, provide and receive feedback and challenges constructively, explore alternative ways of thinking and behaving, take responsibility for actions taken away from coaching.

I have read and agree with these ground rules for coach and coachee.

Signed Coachee

Date

Signed Coach

Date