COACHING CONTRACT

This agreement is between:

Coach: 

and

Client: 

Date of first session: ______________  Agreed Number of Sessions: ______________

The Coach and the Client will arrange mutually convenient sessions, the frequency and exact dates/times to be agreed. It is anticipated that the duration of each session will be up to 1 hour. There will be a maximum of 4 coaching sessions.

Coaching Role: My role as your coach is to support and facilitate you to examine, create and define a goal or goals that you want to achieve in your work and to develop and carry out actions to achieve these goals.

Style of coaching: I will use a variety of tools and approaches including: the GROW model, non-directive questioning, reflecting, and supporting analysis tools as may be helpful to the goal in question. At times, with your permission, I may challenge you or give you feedback to maintain focus on the goal and increase the effectiveness of the coaching.

Responsibility: Coaching is not a substitute for counselling, psychotherapy or any mental health services.

The coaching process does not involve ‘telling’ or ‘advising’ a client what to do. This process would be more aligned to a mentoring relationship. Through the coaching process the actions and solutions set and carried out are the client’s own choice and responsibility.

Coach agrees to:

1. As the coach, my responsibility is to establish an environment of safety and trust, including active and non-judgemental listening, and a genuine desire and commitment to help and support you in your goal.
2. The conversation is bound by client confidentiality and no information that you share about yourself will be disclosed to any persons. As your coach I do however reserve the right to challenge unethical, immoral activities or actions.

3. I may take notes to help keep the sessions focused. You are free to see these notes at any time. I will ask that you maintain your own notes however and, in particular, write down your goal and actions set at each session.

Client agrees to:

1. Ensure the coaching relationship is powerful by being honest at all times.

2. Communicate to the Coach and take action if at any time the Client believes that the coaching relationship is not working as desired.

3. Meet with, or call, the Coach at the agreed time.

4. You will be responsible for carrying out the actions you have set in each session. From time to time your Coach may suggest follow up work/exercises to enable further progress.

Coach and Client agree to:

Provide each other with at least 48hrs notice if there is a need to cancel a prearranged meeting.

Our signatures on this agreement indicate full understanding of and agreement with the information outlined above.

/ / 2014
Client’s Signature Client’s name Date

/ / 2014
Coach’s Signature Coach’s Name Date