

Coaching Contract

We (Participant)
 (Coach)
 agree to enter a coaching relationship commencing

The specific focus on within the coaching relationship will be:

.....

We agree to the following conditions:

I. Structure	
Frequency and duration of meetings:	3 or 4 occasions within a 6 month period (circle which is agreed)
Location/mode of contact: <i>(Details - Face to face/video/teleconference – combination)</i>	
Reasons coaching can be delayed/postponed/interrupted: <i>(e.g. sick leave and holiday leave)</i>	
Source of external advice/support if necessary:	
How agenda will be set for sessions:	
Record keeping (who/what/how):	Copy of the contract and Action Plan will be kept by both parties. These documents will also be shared with the participant's manager/supervisor during the Performance Development Agreement.

2. Confidentiality/boundaries

All information divulged will remain confidential except for the following limitations:

- Unsafe, unethical or illegal practice that the participant is unwilling to go through the appropriate procedures to address
- Participant repeatedly fails to attend sessions

In the event of an exception arising, the coach will attempt to persuade and support the participant to deal appropriately with the issue. If the coach remains concerned, the confidential information will be revealed only after informing the participant.

Where confidential information needs to be discussed outside the coaching relationship for any other reason, permission will be requested from participant/coach.

3. Expectations:

- We will work together respectfully to facilitate reflection
- We will prepare and contribute to coaching sessions
- We will protect the time and space for coaching by keeping to agreed appointments and time boundaries
- We will respect privacy and avoid interruptions
- We will be open to feedback about how to handle the coaching sessions

4. Format and Focus of Sessions:

- We agree that coaching will focus on a specific area for development but that the participant/coach may raise other issues that are relevant.
- We agree to give structure to each session by:
 - creating space for reflection on experience and feelings about work
 - clarifying issues of concern
 - considering skill development, knowledge and attitudes
 - working to develop a picture of possible or desired solutions
 - being attentive to development needs and professional development goals
 - being alert to personal issues that might affect the participant
 - acknowledging constraints and focusing on achievable solutions and action plans for identified issues
- We agree to focus on coaching. Line-management supervision will not be part of the sessions.

5. Statement of permissions

- To have doubts
- To make mistakes
- To learn from mistakes
- Not having to know the answers
- To be myself
- To share feelings
- To validate

6. Statement of commitments

- To be respectful of people I work with; colleagues and clients
- To work to frame things in the most helpful and positive ways
- To focus on people’s strengths, capacities
- To assume good intentions
- To avoid labelling
- To try to be open

7. Contingency plans for resolving any disagreements

In the event that disagreements arise that cannot be resolved between coach and participant, we agree to the following course of action: