

COACHING AGREEMENT TEMPLATE

NUMBER OF COACHING SESSIONS:

LENGTH OF EACH SESSION:

START DATE:

END DATE:

LOCATION:

ROLE OF COACH

- To be non-judgmental, objective & open throughout the coaching process.
- To focus on goal & outcome of coachee.
- Encourage & challenge coachee to reach full potential.
- Support coachee during their development.
- Ensure location of sessions is private & conducive to development.
- To observe confidentiality of all discussions at all times unless there is a potential for, or a risk to others, the organization or the law.
- Agree with coach when an issue cannot be dealt with through this coaching agreement.
- All records and reports resulting from the sessions will be kept securely during the process and properly destroyed at the end.

ROLE OF COACHEE

- Recognize the coaching process is an investment in your development.
- Honest & open communication between you and coach at all times.
- Willing to embrace any necessary change to aid attainment of goal.
- Prepared to take on board feedback you receive.
- Open to challenges to your thoughts, ideas, working practices
- Commit to the principles of coaching to aid your development.
- To give at least 24 hours notice if unable to attend a coaching session.

COMMUNICATIONS

This section defines how and when communications take place between coach & coachee.
(Amend as required to suit particular coaching requirement.)

1. Following each session coach emails session notes & actions to coachee
2. 48 hours before the next session coachee emails coach with up-date on progress.
3. Ad hoc updates can be sent via email or texts as required.

CONTACT DETAILS:

Coach email:

Coachee email:

LANDLINE No.:

LANDLINE No.:

MOBILE No.:

MOBILE: No.

ACCEPTANCE OF AGREEMENT TERMS

COACH:

COACHEE:

SIGNATURE:

DATE:

SIGNATURE:

DATE:

