Coaching Contract

A contract between **COACH** and **COACHEE**

Coach: an internal coach or coach apprentice at [Company]
Coachee: a colleague seeking coaching

Coaching is a collaborative, solution-focussed, results-oriented and systematic process in which the coach facilitates the enhancement of work performance, self-directed learning and personal and professional growth of the coachee.

Throughout the working relationship, the coach will engage in direct, personal and often challenging conversations. The coachee understands that successful coaching requires an active collaborative approach between coachee and coach. Coaching is not therapy and your Coach will not tell you what to do. The coach plays the role of a facilitator of change while it is the coachee's responsibility to enact change.

As a coach, I will:

- be clear with you about the coaching relationship, including any expectations
- be prepared for each coaching session
- come to each coaching session promptly at the agreed time
- maintain complete confidentiality, within the limits of the law, unless you give me explicit permission to share particular issues with others or unless situations arise where one or more individuals are putting themselves and/or the Company at risk
- represent myself to you with honesty and integrity and will refer you or recommend self-referral to another profession if I am not within my area of expertise or comfort

As a coachee, I will:

- thoughtfully prepare for each coaching session
- come to each coaching session promptly at the agreed time
- seek to complete any between-sessions action steps
- be honest and forthright in my discussions
- receive, accept and act on feedback
- raise, and frankly discuss, any issues that relate to the goals we are working on
- keep in mind that coaching outcomes agreed cannot be 100% guaranteed
- be responsible for my own development and results
- inform my line manager that I undertaking coaching and be responsible for providing any updates or feedback

Line Manager/Third Party Contracting

(Should any contracting with the line manager or another third party take place, please include it here)

Confidentiality

The coach will work within all professional ethics and guidelines relevant to their role as an internal coach at [Company]. The coach recognises that information of a confidential manner may be conveyed during the coaching sessions. This information may be about the coachee, another member of staff or [Company's] business activities. The coach will not at any time, either directly or indirectly, use this information for the coach's benefit nor disclose said information to anyone else unless the Coach believes the Coachee or others are at serious risk or unless there is disclosure of illegal or unethical activities which are to be communicated to the Coaching Team immediately.

Coachee records

All contracts, documents, etc. related to the coaching assignment will be confidentially and securely maintained by the coach for at least one year after the last session. Coachees may request access to their documents at any time. After one year, all documents will be destroyed. Should a coach leave the business before one year has passed, the documents will be maintained and subsequently destroyed by the Coaching Team.

Cancellations

If a session needs to be rescheduled for any reason (either by the coach or coachee), please give as much notice as possible.

Duration and Termination

Having had a successful chemistry meeting between the coach and coachee, this Coaching Contract will formally commence the coaching relationship once the coach has submitted the following details to the Coaching Team:

NAME **(Coach)** and NAME **(Coachee)** have agreed X sessions lasting X every DURATION from MONTH until MONTH/YEAR. The coachee's line manager was/not present during contracting.

The coaching will continue for the duration of the contracted period, unless agreed otherwise. If either party wishes to terminate the coaching relationship, they should immediately discuss this with their Coach/Coachee.

Additional points

Complaints relating to the coach can be directed to the OD Support team: [email address]

(anything else that needs to be added)

I have read and understood this Contract.

Name (Coach): **Signature:** **Date:**

Name (Coachee): **Signature:** **Date:**