Coaching Contract

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

Coach: a coach apprentice
Coachee: a person seeking coaching

Coaching is a collaborative, solution-focused, 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 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.

Confidentiality

The coach will work within all professional ethics and guidelines relevant to their membership of the European Mentoring and Coaching Council (EMCC). The coach recognises that information of a confidential manner may be conveyed during the coaching sessions. 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.

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.

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 should first be directed towards the coach. Both coach and coachee can ask for support from the EMCC in this process. Any further concerns can be directed to EMCC. Details can be found in the EMCC global code of ethics.

I have read and understood this Contract.

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

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

COACHEE INFORMATION SHEET

The individual you are working with is a Higher Apprenticeship student on the Professional Coaching (Level 5) Apprenticeship Standard at BPP University. As part of this programme, we require our students (Higher Apprentice) to complete 50 hours of coaching practice with a range of clients, in order to develop their practice-based competencies.

BPP can also confirm that the student is operating in accordance with the Global Code of Ethics for Coaching and Mentoring (GCOE) and as part of this course is in receipt of support from a professional qualified Coach. Matters relating to confidentiality will be ensured in alignment with the Global Code of Ethics. As part of the coach's development, they may be required to discuss their coaching practice in a supervisory setting.

BPP would like to get your agreement to participating as a coachee in coaching sessions in support of their development.

Coachee agreement to engage in coaching

I can confirm that I agree to receive coaching from the named student coach (Higher Apprentice) and in the knowledge that they are practising as part of their studies.

Name of Coach (Higher Apprentice): Ellen Collier
Name of Coachee:

Signature of Coachee: _____

Date: _____