

COACHING CONTRACT TEMPLATE

www.garycollins.com
www.researchdevelopment.academiwales.org.uk

It is both coach and coachee's responsibility to work through this contract together in the introductory session, to ensure mutual understanding of the basis of the coaching relationship, roles and responsibilities.

We agree that:

1. Coaching is an ongoing relationship between a coach and a person who desires coaching (coachee). The coachee's agenda is central to the relationship and will be worked on jointly by both coach and coachee.
2. Coaching is not therapy, counselling, advice-giving, mental health care, or treatment for substance abuse. The coach is not functioning as a licensed mental health professional and coaching is not intended as a replacement for counselling, psychiatric interventions, treatment for mental illness, recovery from past abuse, professional medical advice, financial assistance, legal counsel, or other professional services.
3. Coaching is designed to address issues the person being coached would like to consider. As coach, I do not have answers to your issues but am committed to working with you to explore them and help you identify how to move forward. There are no guaranteed results.
4. Coaching is a confidential relationship and the coach agrees to keep all information strictly confidential, except in those situations where such confidentiality would violate the law or could jeopardize the safety of the client or others. There may be occasions when something you share with me needs to be shared more widely, but we will discuss this first so that you are comfortable, and wherever possible, you will take the lead in sharing the information with others.
5. Coaching is most effective when both parties are honest and straightforward in their communication.
6. Coaching can involve brainstorming, values clarification, the completion of written assignments, education, goal setting, identifying plans of action, accountability, making requests, agreements to change behaviour, examining lifestyles, and questioning.
7. Coaching will be an on-going relationship that may take a number of months, although either party can terminate at any time. Some or all of the coaching may be through telephone contact.

8. For purposes of this agreement, [*insert name of client*] and [*insert name of coach*] agree to meet on a regular basis for a minimum of _____ coaching sessions, beginning [*insert starting date*]. We have agreed that _____ minutes/hours is a suitable length of time for our sessions. We will time these sessions to coincide with specific stages of work or situation, so that constructive feedback can be provided and objectives reviewed. It is the joint responsibility of both the coach and the coachee to agree to the scheduling of these sessions.
9. Each of the parties whose signatures appear below agrees to inform the other of the need to cancel an appointment. The person who has cancelled the session has the responsibility to re-arrange the session.

Name of Coach:.....

Signed:

Date:.....

Name of Coachee:.....

As coachee:

1. I agree that the prime purpose of this coaching contract is to support, maintain and enhance my personal development and performance over an agreed period of time. As the coachee, I will ensure that, to the best of my ability, I have met the agreed objectives and action plan set out at the end of each session.
2. I understand that taking part in this coaching contract places responsibilities on me. I agree to prepare for each session, to be punctual and to actively participate. I agree to carry out any follow-up actions that I choose to commit to within the coaching sessions as per agreed timescales. I understand that all that is discussed between us will be treated in absolute confidence, unless we agree that information can be shared with another party.
3. I agree to complete all evaluation forms during and following the final session.
4. I will ensure that the session is not interrupted, in order to give full attention to the interaction.
5. I realize that if there are any changes to my circumstances it may necessitate the discussion and agreement of a new coaching contract.
6. I understand that either party can request a termination of the agreement if there is a breakdown in the coaching relationship, inadequate commitment to the process or lack of progress being made.
7. I have read, and agree to this coaching contract.

Signed: _____

Coachee:

Date:.....

Coachee:

Date:.....

Line Manager:

Date:.....

Note: _____

If a fee is being charged for the coaching sessions, this should be included as a point in the contract. Wording similar to this can be included: "The fee will be R _____ per session payable before each session or at the end of each month."