

# Coaching Agreement

**As an internal coach, you are helping to move our culture to one where we can regularly support, empower and learn from one another.**

- Both the coach and coachee should agree to enter an equal, respectful, trusting partnership. Sessions should be focused on the coachee's learning and desired outcomes with no judgemental interference from the coach.
- While a coach can do many things to support and motivate, providing tools, strategies, someone to be accountable to etc, **it is the coachee's responsibility to take action**, therefore the agenda and actions are driven by the coachee.
- Both coach and coachee should agree confidentiality and the scope of the conversations or areas that will not be discussed within each meeting (this may include financial data or information, names and/or details of other colleagues).
- The coachee will identify a maximum of 3 objectives for the coaching relationship.
- Both coach and coachee need to come to an agreement on how actions from each session will be taken forward and reviewed.
- Once objectives are confirmed, both coach and coachee will agree on the time, frequency and duration of all meetings.
- Both coach and coachee will agree on a process and any notice required if one of them is not able to attend a session.
- If either the coach or the coachee believes that there is a conflict of interest or a change in professional relationship comes about, they should be able to address this and, if appropriate, end the coaching relationship.
- The coach will always act within the boundaries of their own competence, recognising when those boundaries have been reached and agreeing a suitable course of action with the coachee. For example, referring them to more specific resources or professionals in areas such as mental health or wellbeing.

Coachee name:		Coach name:	
Coachee signature:		Coach signature:	
Date:		Date:	

Please email the signed coaching agreement to [enter email address here]