Coaching Agreement:

The coaching relationship is paramount in creating an environment where sustained change can take place. In order to ensure this relationship can be as effective and rewarding as possible, we create an agreement for working together during our coaching sessions. Here are some suggestions about aspects that can be included. Please note: it is for each coach and client to agree together what is important, and therefore the following are intended as discussion points rather than the final agreement.

- **Agenda:** The coach and the coachee work to the coachee's agenda. It is the coachee's responsibility to decide on the focus of the session and determine what action they will take.
- **Code of Ethics:** Our coaches abide by the Global Code of Ethics and make this available to coachees at the start of their working relationship.
- **Confidentiality:** Anything discussed between coach and coachee is private and personal details will not be discussed with anyone else without prior consent of the coachee, unless not doing so may put the coachee or someone else at risk. The coach will have access to supervision, and personal details are not discussed during these sessions.
- **Environment:** The coach and coachee will agree a suitable place to meet, where they will not be disturbed, and where they feel comfortable discussing the areas the coachee would like to focus on.
- **Equality:** The coach and coachee are meeting as equals, both bringing their unique blend of knowledge, skills and experience.
- **Expectations:** The coach and the coachee will explore expectations of the coaching relationship, including how it is different from counselling, training and other forms of leadership development.
- **Non-Directive Coaching**: Our style of coaching is non-directive. This means that the coach will not lead the coachee towards a particular outcome or tell the coachee what to do. On occasion, the coachee may want to ask for the opinion of the coach. In that situation, the coach will offer their opinion on the understanding that it is the coachee's responsibility to decide whether they want to contemplate that further or not.
- **Notes:** The coach may make notes in order to help summarise the main points for the client. It is the coachee's responsibility to take notes about the actions they intend to take between sessions and to bring these notes along so they can be reviewed.
- **Potential:** Our coaches believe in the potential of all people to grow and develop.
    - **Performance = Potential – Interference**
- **Timekeeping:** Our time is precious. The length of the session will be agreed by both at the start of the session. It is both people's responsibility to make sure the session runs to time.
- **Reflection:** We encourage reflection between coaching sessions in order to maximise the time during the sessions. An example reflection sheet is provided to help the coachee structure this reflection, and it can be adapted to suit the coachee's requirements.
- **Suitability:** We will reflect on our suitability to work together If either of us feels uncertain about coaching, we will explore other options together