Coaching Contract

Client Name _____

This agreement, between coach _____ and the above-named client, will begin on _____ and will continue for _____ weeks / months. The charge for the initial meeting is £ _____, and the charge for the coaching is £ _____ , payable in advance / £ _____ each month.

Upon completion of the agreed coaching period, coaching will convert to a month-to-month basis. The client and coach agree to provide each other with fourteen-day notice in the event either wishes to cancel further services.

The services to be provided by the coach to the client are coaching, either face-to-face or online, as designed jointly with the client. The coaching will take place at the following location _____.

Are there any other particular people (friends, family, counsellor, family support worker, other agency) who may be able to support the coachee while coaching is taking place:

_____

_____

The purpose of our coaching sessions is:

_____

_____

Clear outcomes of coaching process are:

_____

_____

We will measure these outcomes by:

_____

_____

Are there any adaptations that can be made to coaching to support the coachee more effectively?

_____

_____

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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: The coach abides by the Association for Coaching professional standards and codes of conduct including Global Code of Ethics for Coaches, Mentors and Supervisors, which can be found here: https://www.associationforcoaching.com/page/EthicalContextandCodes

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 the session. Please see policies including Safeguarding, Confidentiality, and Data Protection at: https://www.starseedparenting.org/policies

ENVIRONMENT: The coach and coachee will adapt the suitable place to meet, so they feel comfortable discussing the areas the coachee would like to focus on.

EQUALITY: The coach and coachee are meeting as equals, both brining their unique blend of knelwedge, skills and experience.

EXPECTATIONS: The coach and coachee will explore expectations of the coaching relationship, including how it is different from counselling, training and other forms of support. Please see the 'What is Coaching? Definitions' worksheet

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 coachees responsibility to take notes about the actions they intend to take between sessions and to bring these notes along so they can be reviewed.

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CONTINGENCIES: If there is a time when things do not go according to plan, the coach and coachee will discuss this in the first instance and try to make alternative arrangement.

COMPLAINTS: There is a Complaints Procedure available to coachees, and accessible via the following link https://www.starseedparenting.org/policies

MONITORING AND REPORTING: We will monitor the coaching contract by reviewing it every _____ sessions. The coach and coachee will discuss their perspective on the progress made.

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 our session will be agreed by both at the start of the session. It is both people's responsibility to make sure that the session runs to time.

REFLECTION: We encourage reflection between coaching sessions in order to maximise the time during the sessions. An example reflection is provided to help the coachee structure this reflection, and it can be adapted to suit the coachee's requirements.

SUSTAINABILITY: We will reflect on our sustainability to work together. If either of us feels unsafe about coaching, we will explore other options together.

WHAT ELSE: Add anything else that matters to you...

By signing here we agree that we have both read and understood and agree to abide by the parameters of the coaching contract.

Signed by the Coachee ..... Date .....

Signed by the Coach..... Date .....

.Signed by Stakeholder..... Date .....

Name..... Relationship to coachee.....