

Coaching agreement

The coaching agreement aims to set out clear definitions and expectations from both the coach and coachee prior to any coaching sessions taking place so that both parties are aware of their individual responsibilities which foster an effective coaching relationship. This coaching agreement is intended as a guide and may be necessary to be renegotiated by the coach during the course of the coaching relationship if in the best interests of the coachee.

Coaching works well when you:

Are open and willing to consider change where this is necessary to aid development.

Are open to new ways of learning and working which might challenge your thoughts and ideas.

Are honest with your coach and yourself, particularly if you do not feel that something is working for you.

Are ready to commit to your development by the giving and receiving of honest feedback.

Recognise the investment being made in your development.

Accept that commitment must first come from you before you can reap the benefits.

As your coach I will endeavour to:

Be focused on you and your best interests, which include your goals and your outcomes.

Support and encourage you while you develop to your full potential.

Be open, objective and non-judgemental, enabling you to set actions and work towards your goals.

Ask you questions that might challenge your ideas and thoughts as you progress and develop.

Arrange a comfortable private space for our coaching sessions.

I look forward to coaching you and want you to be familiar with the following policies and procedures if you have any questions please contact me.

Procedure: We will meet at the agreed time and date for the session.

Coaching agreement: We will meet once a week for 90 minutes.

Confidentiality: We encourage you to be honest and open in the coaching sessions. Information shared during the coaching sessions will not be disclosed to a third party unless this has been agreed. Information will be shared if there will be harm, danger or a safeguarding concern to yourself or others.

All our sessions will remain confidential unless a safeguarding disclosure is made and a referral is required to the appropriate agency.

Supervision: Professional practice is required to be supervised and information shared in the coaching sessions will be shared anonymously in supervision to support me to continue to develop and reflect on my professional practice.

Code of practice: I within the framework and guidelines of the codes of conduct.

Changes: If you need to reschedule a meeting, please give me at least one week's notice if possible. If you have an emergency, we will work around it.

Extra time: You may call or email between our meetings if you need advice, have a problem or can't wait to share success with me as part of the support I offer. All I ask is that you keep the calls to 5 to 10 minutes each.

Records: Please complete the coaching preparation form and send this via email 48 hours before each planned session. The coaching preparation form supports the coach and coachee to focus on the contact time during the coaching session.

Please complete the coaching evaluation form and send this via email 48 hours following each planned session. The coaching evaluation form supports the coach to implement the feedback where appropriate into subsequent coaching sessions.

Communication: Please use open and honest communication with me if you are not getting what you need for our coaching relationship. I will put your needs first every time.

Complaints procedure: If you are not happy with the service that you have received and would like to make a complaint please speak to me in the first instance to resolve. If you are not happy with the outcome you can raise a complaint by contacting

Boundaries: Please note that coaching is not mentoring, counselling or therapy, and I will explain these differences if requested. If issues arise that we feel are not appropriate for coaching, I will be happy to refer you to a suitable professional.

Responsibilities: Please prepare for the coaching session by completing the required documents, diarise the sessions and be on time. Bring a note book and pen to the session to take notes during the sessions to support you to set clear actions to achieve your goals.

Preparation for the coaching session: To prepare for every coaching session there are two required documents the coaching plan and the evaluation form need to be completed and emailed 48 hours after the coaching session:

Coaching plan

The coaching plan needs to be completed and emailed to the coach within 48 hours of the coaching session. The coaching plan has three questions:

1. What have you achieved since the last coaching session?
2. What would you like to focus on today?
3. Agreed actions?

Evaluation form

The evaluation form needs to be completed and emailed to the coach within 48 hours of the coaching session. The evaluation form has three questions:

1. What impact has coaching had on achieving your goals?
2. What are the most significant changes you have experienced since you started coaching?
3. What impact has coaching had on you personally and professionally?

Cancellations, rescheduling and missed appointments: If more than two coaching sessions are cancelled we can review whether we should continue the coaching relationship.

Fees: The hourly fee is £125 per hour. Please provide 48 hours notice to reschedule your session. Less than 48 hours notice will incur a 50% fee and missed appointments will incur a 100% fee.

Communication: If there is no reply to communication by email, message, phone call or a virtual platform within 48 hours it will be considered if the coaching relationship should continue.

Requests: From time to time, I may challenge your thinking or behaviour. You are free to accept or decline these challenges. The purpose will always be to forward your actions and deepen the learning.

Recording: Sound, video or any the type of recording is not permitted of the sessions. Notes may be taken throughout the session to support.

Coaching relationship: We can review the coaching contract from time to time to assess the effectiveness of the coaching relationship.

I confirm that I have read and agree to these client policies and procedures.

Client signature:

Date: