Coaching Contract – an agreement of expectations

**Coachee Name:**

This agreement, between coach [ Damian Fuller trading as FutureSelf] and the above-named client will begin on a date TBC [ / / 2021] and will continue for (5) x 1 hour / ninety – minute coaching sessions. These sessions will be either face to face (Covid – 19 permitting) or virtual held via Zoom.

Coaching is a collaborative, solution focussed, results-oriented and systematic process in which the coach facilitates the enhancement of work performance, self-directed learning and personal and professional growth of the coachee.

Throughout the working relationship, the coach will engage in direct, personal and often challenging conversations. The coachee understands that successful coaching requires an active collaborative approach between coachee and coach.

The coach plays the role of a facilitator of change while it is the coachee’s responsibility to enact change.

Coaching is not therapy and, thus, does not aim to treat psychological problems. The coachee agrees to disclose details of past or present psychological or psychiatric treatment. If such issues become salient during the coaching relationship, the coach may recommend referral to an appropriate and qualified specialist.

**As a coach, I will:**

* be clear with you about the coaching relationship, including any expectations
* be prepared for each coaching session
* come to each coaching session promptly at the agreed time
* maintain complete confidentiality, within the limits of the law, unless you give me explicit permission to share particular issues with others
* represent myself to you with honesty and integrity and will refer you to another profession if I am not within my area of expertise or comfort.

**As a coachee, I will:**

* thoughtfully prepare for each coaching session
* come to each coaching session promptly at the agreed time
* seek to complete any between-sessions action steps
* be honest and forthright in my discussions
* raise, and frankly discuss, any issues that relate to the goals we are working on.

If a session needs to be rescheduled for any reason (either by the coach or coachee), a minimum of 48 hours’ notice is required.

**Privacy**

The client can, at any point in the coaching session, declare his/her preference not to discuss a specific issue, by simply stating that they would rather not discuss this issue. The coach agrees to respect this boundary and will not attempt to forward the conversation further along those lines.

**Confidentiality**

The coach will work within the professional ethics and guidelines as described in the EMCC’s Code of Ethics. Copies of the ethical guidelines are attached with this document. All information about the coach / client relationship will remain strictly confidential except in very rare circumstances. Exceptions to confidentiality of course relate to circumstances such as risk or a criminal offence. Otherwise, all information is confidential.

If you wish for me as your coach to speak to someone outside our interactions, then you need to give me written permission (original letter or email) to do so.

**Termination**

The coach and client agree to provide each other with two week's notice in the event that it is desired to terminate coaching. Otherwise, the coaching will continue for the duration of the contracted period.

Our signatures on this agreement indicate full understanding of and agreement with the information outlined above.

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 Date

Damian Fuller

FutureSelf

Coach Date