

Pro forma 3. Coaching Agreement

Purpose

To enable partners to determine and agree on how the coaching process will work and provides a guide to expected outcomes. This agreement outlines the contribution of each of the participants, the process, expected outcomes and arrangements for any variation in the process. This agreement may be complemented, and some provisions overridden where an additional agreement is in place (for example for Coach in a Box initiatives).

Relationship

This coaching agreement is between _____ (participant) and _____ (coach) supported by _____ (supervisor).

Responsibilities

Participant

The participant in this coaching process will make every effort to ensure the initiative is a success by:

- giving priority to meetings with the coach as agreed in the negotiated schedule;
- completing any agreed work within and outside sessions;
- being open and engaged in any agreed process that will contribute to their development;
- be willing to use relevant tools to help guide further insights into their development;
- share information that may assist with the development process;
- provide input to any evaluation of the effectiveness of the process
- liaise with HR if any additional tools, support or trouble shooting is required.

Coach

The coach will:

- meet with the participant and their supervisor to establish the focus and goals for coaching and performance improvement;
- establish a coaching program appropriate to meet the participants development objectives;
- liaise with the coaching participant, and as needed with their supervisor and the key HR support as agreed at the outset of the process;
- provide an overall evaluation on progress while maintaining an appropriate degree of confidentiality for the participant throughout the coaching exercise;
- liaise with the relevant HR contact if any additional tools, support or trouble shooting is required.

Supervisor

The supervisor will:

- give appropriate priority to coaching within the participants workload;

- meet with the coach and participant at the outset of the process to define objectives for the coach;
- be involved in debriefing at the conclusion of the process.

Sessions

This coaching relationship will occur for a duration of months.

The number of agreed sessions will be.....

The length of each session will be 1.5 hours unless otherwise agreed between the participants.

Objectives

The objectives for the particular coaching initiative will be as follows:

Modification

Any major modification of these objectives will require agreement between the three main parties; participant, coach and supervisor.

Confidentiality

Throughout the coaching process conversations and outcomes will remain confidential between the coach and participant. The coach and participant relationship is to be a trusted one with all personal information, ideas and objectives remaining between them.

An evaluation will be produced by the coach in discussion with the participant. The evaluation should be managed so that it provides an indication of what has or has not been achieved without reveal detail of specific conversations.

Coaches should always adhere to the standard ethical guidelines of the coaching profession. The coach will destroy all working notes and project materials that they hold at the conclusion of the coaching initiative.

Duration, cancellation and modification

This agreement remains in effect for the period of the coaching assignment. The agreement may be terminated at any time by either the coach or the participant in consultation with the supervisor and relevant HR consultant. Any major modification of these objectives will also require agreement between the three main parties; participant, coach and supervisor.

Please complete the template below as confirmation of the agreement:

Date:	Date:
Participant name:	Coach name:
Position:	Position:
Signature:	Signature:

Date:	Date:
Supervisor name:	HR Representative:
Position:	Position:
Signature:	Signature: