



## Executive Coaching Contract

### Purpose

Contracting enables the Coach and the Client to establish a safe and effective way of working so that the Client, their Organisational Sponsor and Organisation gain the best outcomes and return on investment.

This **Coaching Contract Form** aims to set out the **parameters for the coaching relationship**.

**PLEASE USE THE Coaching Goals & Review Form IN ADDITION TO THIS FORM.**

### Coaching Definition

Coaching is not mentoring or counselling. Coaching is working 1 to 1 with a trained Coach who is able to help the Client think through aspects of their work and help to them find a way forward. Coaching is tailored personal development aimed directly at helping the Client achieve their **goals** by thinking, feeling and behaving differently in relation to their work/role.

The coaching provides the Client with:

- **time to review** current and future work,
- an **opportunity to assess** their focus, influence, direction, relationships, challenges and aspirations.

The Coach does this through:

- **questioning and listening** techniques,
- **exercises** to help them work on issues,
- introducing **models** to help them think in different ways
- providing **challenge, support and encouragement**.

Although the Coach will manage the **PROCESS** of coaching, the **CONTENT of the discussion** is down to the Client.

This contract is, therefore, a commitment between the Client and the Coach. It confirms agreement of all parties to the principles below.

**This contract, when signed, will represent a formal agreement for this coaching arrangement.**

### Practicalities

*The Coach and Client need to agree the **duration, frequency, timing and venue** of coaching sessions. The Client is responsible for arranging an appropriate venue suitable for coaching (quiet, undisturbed and private), unless otherwise agreed with coach.*

Coaching is a time-limited process of usually **2-6 sessions**. The sessions are typically **1 – 2 hours** in duration.

### **Postponing Coaching Sessions**

*Postponement of any session should be done as early as possible and directly between Coach and Client, with at least **10 working days notice** by either side. Once postponed, sessions should be re-scheduled as soon as possible.*

### **Contact between sessions**

**The Coach and Client must agree the how they wish to be contacted in between sessions and exchange any contact information as appropriate.**

### **How you will work together**

*The Coach and Client will agree how they will work together regarding **expectations** that that they have of each other e.g. the setting of homework, the use of exercises and techniques in the session, the level & style of challenge and support offered, etc. Both the Client and Coach have the **right** to end the coaching relationship at any time if either party no longer thinks that they can work together, or that there is no need for any further coaching sessions, or that there is recognition that coaching is not appropriate.*

### **Conflict or Complaints**

*Where there are **disagreements, disputes or conflict** between the Coach and Client, this must be reported to the coach within **10 working days of the session/incident**. Issues will be dealt with in line with elementas complaints procedure.*

### **Confidentiality & Note Taking**

Whilst recognising the need for discretion and confidentiality, all parties must agree to take into account aspects relating to the **law and duty of care**. *The Coach will maintain the confidentiality of the Client unless there is a disclosure within the relationship, which could place the organisation, the client or another individual at risk or harm.*

*Any coaching notes must be kept in a secure location and destroyed 2 years after the coaching concludes, unless they are retained by agreement with the client for training and accreditation purposes.*

*Please note: As part of supervision, the Coach will be asked to share feedback from their coaching sessions to review their development and quality assurance of the coaching. **They will not be required to share client names or anything confidential to the coaching relationship.***

### **Evaluation and Review**

*The Coach will seek feedback from the Client after each session and also an evaluation at the end of the agreed coaching period using the **Coaching Goals & Review Form**.*

*The Coach and Client will monitor the impact of the coaching relationship and identify themes and key messages useful for organisational learning.*

***Amendments to Contract***

*Any party (coach, or client) can at any time initiate discussion to amend the contract or part of it. Any changes to the contract must be agreed in writing by all parties.*

*Other specific aspects of the contract to be agreed can be recorded overleaf.*

**I agree to abide by the terms discussed and set out in this contract:**

**Signed (Coach)**

**PRINT NAME:**

**Date:**

**Signed (Client)**

**PRINT NAME:**

**Date:**