

**The Coaching Contract**

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The aim of coaching is to develop an individual’s performance by unlocking their capabilities through guided conversation and questioning. Before the coaching takes place a contracting session is required to establish the boundaries in which the relationship will operate and establish mutual expectations under which both coach and coachee will operate. It will also set the ‘tone’ for future meetings and the professional basis on which future meetings will be held.

The session does not need to be exhaustive or cover every possible eventuality, but it does need to clarify a series of issues.

Elements of the Coaching Contract that may need discussion and clarification include:

* Defining what coaching is and what coaching is not
* Goals and objectives for the coaching engagement
* Stakeholders / Sponsors
* Number and length of coaching session(s)
* The structure of the coaching sessions and model that will be followed
* Roles, responsibilities and expectations of coach and coachee
* Boundaries and ground rules
* Confidentiality / professional responsibility
* Feedback
* Measuring success of intervention
* Completion / Ending
* Recording/ completion of documentation

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| **The Coaching Contract** | |
| **Coach:**  **Contact Details:** | **Coachee:**  **Contact Details:** |
| **What is Coaching?** | |
| A series of purposeful conversations that unlock a person’s potential to maximise their own performance. It helps individuals learn and grow through a collaborative, solution focused, result-orientated process in which the coach facilitates the enhancement of work performance, life experience and self-directed learning.  This document sets out the boundaries for our coaching relationship. | |
| **Coaching Arrangements** | |
| **Number of sessions:**  **Where/How:**  **Intervals:**  **Dates/Times:** | |
| **Goals for Coaching** | |
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| **Anticipated Benefits** | |
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| **As a Coachee I agree to :** | |
| * Be prepared for each session with my identified issue * Implement agreed actions from session * Be open to learning and accept challenges and support * Provide constructive feedback to my coach | |
| **As a Coach I agree to :** | |
| * Offer support * Challenge respectfully * Maintain confidentiality (in the context of professional responsibility) * Anonymise and keep any notes taken securely | |
| **We both agree to:** | |
| * Work together * Protect and value the time and space for coaching by keeping to the agreed appointment * Where cancellation is unavoidable provide sufficient notice. * Review the sessions after each one, to ensure the partnership and coaching experience is working. | |
| **Coach Signature:**  **Date:** | **Coachee Signature:**  **Date:** |