

Coaching Contract

The detail required in a coaching contract will vary enormously depending on the scale of the coaching intervention, the organisation's system for coaching and the funding arrangements. The following pointers can be used as a checklist in the first instance and developed further as systems evolve.

- Purpose
- Objectives

- Groundrules for working together / ethics
- Expectations of one another

- Individual responsibilities (e.g. to turn up on time, to carry out agreed actions etc.)

- Time frame
- Frequency
- Length of sessions / time contracted for coaching
- Venue for sessions

Trust is the basis of a coaching relationship, so it is essential to agree:

Accountability

Who do we report to?

What do we feedback to others (e.g. line managers)?

What do we report back to others (budget holder / sponsor, HR)?

What do we record / document? Where is this stored? Who has access?

Confidentiality

What are the boundaries of confidentiality between us?

The coach would responsibly inform another person within the organisation if the coachee disclosed any information that may result in physical harm to the coachee or others.

And for the agreement to translate into consistent action.

- How do we measure progress?
- When do we review progress?
- What are the intended outcomes?
- Significant milestones?

- Availability
- Cancellation agreement
- Termination
- Fees
- Payment

In larger organisations the contract may be 4-way involving the organisation, HR, the coach and the coachee.