

Clare Wigzell

The Coaching Contract

Welcome to my coaching explanations and agreement. This ensures we are both clear and happy about the basis of the relationship. I am pleased to discuss any aspect of it or to add any others after discussion.

Clare

Individual Coaching Agreement

Coachee;

Start Date:

Review Date:

End Date:

Fee:

Payment agreement:

Arrangements:

Basis of the Coaching Relationship

I would like us both to agree to abide by the EMCC Code of Ethics, Values, Beliefs and Assumptions which I will make available with this contract.

Equality and Diversity issues matters a great deal to me and try to amend my attitudes and behaviour in the light of greater understanding. I was brought up by Quaker parents and my integrity is very important to me. I will do my best to have an open, self aware and honest attitude and approach to all you.

Confidentiality

All information about the Coach/Coachee relationship will remain strictly confidential except under the following circumstances:

- From time to time I will discuss my work with my coaching supervisor. This is standard practice and helps me to work as well as I can with you. The supervisor is bound by the same code of ethics and confidentiality as me.
- If I believe you are at risk of harming yourself or others, I will reserve the right to break confidentiality to prevent harm. I will only do this under extreme circumstances, and will discuss with you first before taking any action.
- If required by law to give evidence, eg in criminal proceedings.

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, fax or email) to do so.

It is also important to note that in some situations, it is important to be aware of the use of technology; for some clients there is a risk in using certain media such as the internet, mobile phones and cordless phones. If you use these to communicate with me, then I will assume that it is appropriate to continue to do so in my interactions with you.

Coaching

The coaching can be face to face or by telephone. It will often be done whilst walking (or wheel chairing). We may use graphics or role play to enhance the sessions. All this will be negotiated with the coachee. Coaching may address specific personal projects, business successes, or general conditions in the coachee's life or profession. Other coaching services include value clarification, brainstorming, identifying plans of action, examining modes of operating in life, asking clarifying questions, and making empowering requests or suggestions for action.

A record of each session will be kept by me to ensure continuity. Records will be confidential but might be used in my own coaching development and in supervision.

We will agree actions going forward at the end of each session and review progress as part of each session.

The coaching session will be based on mutual respect. The coaching method is to respond to your learning needs and agenda by questioning, challenging, supporting as well as offering evaluative feedback and guidance as appropriate. It is not to impose an agenda on you. The Coach will not stray into areas where the Coachee might already be working with another professional, such as a therapist or counsellor - unless the Coachee so chooses.

In my role as a coach, I aim to encourage you to take responsibility and control for your own learning. I will aim to support you by:

- being reliable in keeping appointments and monitoring the length of our sessions (time keeping);
- creating a safe place for our discussions;
- helping you work things out for yourself and avoiding giving instructions on how to act;
- helping you establish what help you want/need and how you might access it;
- avoiding jumping to conclusions or being judgmental but nevertheless asking challenging questions;
- helping you explore options - the advantages/disadvantages of different courses of action (sometimes perhaps offering options for you to consider based on my own experience);
- encouraging you to reflect on specific experiences in order to learn from them;
- encouraging you to talk to your line manager about any action that you need his/her support for, or about issues that involve him/her;
- actively listening and helping you explore your ideas without imposing my own;
- asking questions to get you to explore issues more deeply;

- encouraging you to set learning, development and business objectives;
- helping you identify, prioritise and plan how to meet your development needs;
- giving constructive feedback as and when appropriate.

As a Coachee, you will be responsible for:

- making time for our coaching and mentoring sessions;
- preparing an agenda for our sessions;
- presenting in the coaching session;
- being honest and open in your conversations with me;
- being committed to take responsibility for your own learning;
- completing notes/action plans/actions agreed at each session
- giving me feedback about the coaching session.

We further agree that:

- All our sessions will be confidential. I will not intrude into areas that you wish to keep private until invited to do so. However issues that arise for me in how I work with you and how I make progress may be shared with my supervisor as part of my supervision.
- We should respect each other's time and other responsibilities and ensure that we do not impose beyond what is reasonable.
- Either of us can dissolve the relationship at any time with no 'blame' attached, as sometimes relationships just don't work out as hoped. However, if we decide to do this, we both have a responsibility to discuss the matter together, as part of our mutual learning.
- I will always need to be aware of my own level of competence and will advise you to seek support elsewhere if I feel an issue you wish to discuss is beyond my competence.
- We should aim to be open and truthful with one another about the relationship itself, and I would welcome constructive feedback on my performance.
- We will evaluate the relationship at regular, agreed intervals.

- We will share responsibility for the smooth winding down of the relationship when its purpose has been achieved and avoid creating dependency.
- If at any time you feel that my behaviour or actions are inappropriate or do not comply with EMCC's Code of Ethics you will, if you feel able, raise them with me.

Termination

The Coach and Coachee agree to provide each other with at least 24 hour 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.

Signed (Coachee): _____ Date: _____

Signed (Coach): _____ Date: _____