**AWP Coaching Agreement**

**Name of Coachee:**

**Email address:**

**Team:**

**Role:**

**Line Manager:**

**Email address:**

Coach/coachee are voluntarily entering into a formal coaching partnership, which they expect to benefit the coachee and Organisation. The following highlights the features of the partnership:

**Sessions :** Each coaching session will last between 30 and 90 minutes

**Procedure :** Sessions will be mutually agreed and booked at a convenient venue and time – reviewed and amended as necessary. Line manager to be provided with this information to allow for any shift cover as necessary.

**Line Manager Provision:** To ensure that time is provided for staff member to attend sessions as required.

**Cancellation:** By email or phone up to 24 hours prior to the appointment, except in exceptional circumstances. If sessions are continually re-arranged by the coachee, the coach reserves the right to withdraw from the agreement (and inform the line manager).

**Confidentiality:** The coach will not, at any time, either directly or indirectly disclose any shared information unless failure to disclose will lead to or support a criminal act or profession misconduct.

To ensure continuous professional development the coach will undergo coaching supervision where they may discuss the coaching interventions – this will always be anonymised.

**Storage/Disposal information:** Any notes made by the coach will be anonymised and kept securely.

**Nature of coaching:** The coach has ensured that the coachee is aware that:

* Coaching is in no way construed as counselling or any type of therapy
* Coaching is not advice
* Coaching results are not guaranteed
* Coachee is responsible for creating their own results and all decision and choices they make
* Coachee is responsible for their wellbeing during and after coaching sessions
* Coachee will be asked to provide anonymised feedback about coaching when the agreement ends.
* Coachee this is a brief intervention which is typically 3 to a maximum of 4 sessions per agreement. This can be less if the coach/coachee feels an outcome has been reached.

The agreement may be terminated at any time by either the coach or coachee.

The coachee may at any time request another coach.

***Coachee has read and agreed to the above***

**Coachee: Date**

**Coach: Date**

**Line Manager: Date**

**Copy of the Agreement to be returned to the Coaching Co ordinator** (Tracey Owen Admin Block Green Lane Hospital Devizes Wilts SN10 5DS) <tracey.owen2@nhs.net>