

DWFRS Coaching Contract

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| Coachee Name: | Phone number: | Email: |
| Coach Name: | Phone number: | Email: |

1. **How we will work together**

**As your coach I promise that:**

1. I will act as your coach: to partner with you to identify and achieve your goals
2. I agree at all times to abide by the Association for Coaching Code of Ethics and Conduct[[1]](#footnote-1). A copy of this will be made available to you.
3. As you coach, I cannot guarantee results. You will create results by having the courage and determination to make decisions and create action.
4. During the time we spend together in our coaching sessions, I will devote my time thoughts and energy to you, exclusively
5. To conduct all my dealings with you with absolute dignity, respect, honestly, and as an equal and respect the terms of the confidentiality agreement below
6. I will bring attentive listening, understanding, belief in you and commitment to your success
7. The coaching session is not counselling or any type of therapy
8. I will provide you with a record of the key points and actions we have talked about in our coaching sessions

**As coachee I ask that you:**

1. Lead the coaching session by bringing an idea of session objectives and update on completed tasks and action plans (or obstacles that have prevented completion)
2. Be motivated and committed to act on your goals
3. Fully participate in the sessions
4. Give me permission to raise the bar just when you thought you had reached it
5. Allow me to challenge any self-inhibiting attitudes or ways of thinking and behaving
6. Accept responsibility for yourself and any actions you take as result of coaching
7. **The Small Print**

**2.1 Terms and conditions and Ethical code of conduct**

As coach and coachee we agree to the following terms:

* + 1. We agree that we will review progress both at the end of each session and at the final coaching session. On completion of the coaching the coachee will be able to evaluate the coaching experience by giving feedback to coaching@dwfire.org.uk
		2. If the coaching relationship is not working either party may opt out on a no fault basis following an attempt to resolve the issue. Support will be available to both parties through coaching@dwfire.org.uk should this situation arise as well as access to another coach.

* + 1. We will complete a **Coaching Contract** at our first session(Form XXX) and advise

 coaching@dwfire.org.uk when this has been completed.

* + 1. We will understand and agree agreement confidentiality arrangements at our first meeting including the ‘Conditions’ under which confidentiality won’t be maintained. These conditions include illegal activity, safeguarding, danger to self or others.
		2. We agree to disclose information only where explicitly agreed with the coachee/coach, unless the coach believes that there is convincing evidence of danger to the coachee or others if the information is withheld.

2.1.3  We complete a notes of the session in a **Coaching Record**(Form XXX) and ensure that both of us have a copy after each session. We will keep, store and dispose of coaching records in a manner that ensures confidentiality, security and privacy, and complies with all data protection and privacy law.

2.1.4 We agree to follow the Association For Coaching’s Ethical Code as it relates to integrity and inappropriate behaviour.

1. **Practical Arrangements**

3.1 Total number of sessions agreed:

3.2 Travel arrangements and reasonable adjustments:

3.3 Agree sessions

|  |  |  |  |
| --- | --- | --- | --- |
| Session | Date  | Time  | Venue  |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |



**4. Initial Coaching Objectives and Goals** (to be agreed at the first session)

|  |  |  |
| --- | --- | --- |
| Objective | What would a positive outcome look and feel like? | Date: |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
|  |
| 1. Expectations: what we want/don’t want from each other
 |

1. **Coaching Agreement signoff**

Signed by the coachee:

Date:

Signed by the coach:

Date:

***A copy of the Coaching Agreement to be retained by mentee and mentor. After each session the coach will send a copy of the Coaching Record to the coachee.***

1. https://www.associationforcoaching.com/page/AboutCodeEthics [↑](#footnote-ref-1)