

Coaching agreement example:

Logistics: Agree coaching session format and frequency (e.g. face-to-face, email, telephone, video-based, digital or a mixture of these).

As the person being coached

- I will be honest about my challenges and what I want to achieve
- I will speak up immediately if I have any issues with my coaching session.
- I will be present and prepared for my coaching sessions
- I will put effort into generating solutions
- I will take action towards my coaching goals, including completing assigned exercises before the next coaching session takes place
- I will be fully responsible for all actions I take as a result of coaching

As your coach

- I will help you set reasonable goals and focus on achieving them
- I will ask you to do more than you will have done on your own
- I will challenge your assumptions to help you move from where you are to where you want to be
- I will be your sounding board and ask you questions that will help you see more choices
- I will give you honest feedback and expect the same from you
- I will hold you accountable for your plans

Confidentiality

- I will keep your personal contact information private
- I will not disclose information about you without your consent

Evaluation

- I will ask for your feedback after each session
- I will evaluate progress with you to ensure your objectives are being met and that you are benefiting from the process

Participant full Name:	Participant Signature:	Date:
Coach full Name:	Coach Signature:	Date

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