

**CONTRACT BETWEEN (Purchaser of Coaching)
AND (Coaching Provider)
FOR THE PROVISION OF COACHING
(Date)**

This Contract aims at summarising the agreement for services outlined and agreed in the documentation provided by (Coaching Provider) to (Purchaser) and the three-way Objectives Meetings conducted on (Date). Coaching will be provided throughout by (Name). Any change to this will be notified in advance to everyone involved.

The following documentation has been received and acknowledged:

Agreement for Services
Client Information Sheet
Client Details Form
AC Code of Ethics
Quality Questionnaire
Coach's Profile
Client briefing and Individual Objectives

Final three-way Objective Meetings between (Coach), (Client) and (Organisation – HR or Manager) clarified:

- **Coaching Aims and Objectives** agreed for each Manager in line with the Business Objectives
- **Confidentiality** – To support openness and honesty and to build trust, Confidentiality will be maintained between (Coach) and (Client). Any aspect of Coaching which (Coach) believes to be important for the (Client) to share outside the Coaching session, will be highlighted as the Manager's responsibility. (Coach) is available for facilitation of such discussions if appropriate. (Coach) will only share agreed information with (Organisation), or as required by law.
- **Review Meetings** - will be held after three months (mid-point) and at end of contract between (Coach) and (Organisation) to provide an overall summary of progress and any collective feedback deemed by the majority to be of benefit to the Department or Organisation. These will take place either face to face or via the telephone.
- **Timetable** – it is agreed to hold a Coaching Session for (Client) of two hours duration every two weeks (or as close as possible). These sessions will be given priority and booked into the diary over the next 3-4 months.
- **Cancellation** – A full 72 hours notice is required to cancel an appointment otherwise the full agreed rate is payable.
- **Preparation and Commitment** -

Client: Coaching Sessions are led by the Client. It is agreed that (Client) will be motivated and committed to the Coaching process by preparing for each Session with:

- an idea of Session Objectives
- a de-brief of completed tasks and action plans (or obstacles incurred that have prevented completion)

(Client) has agreed to be committed to Coaching and to help the process with a willingness to:

- be open-minded
- challenge self
- set Goals
- take Action
- be Persistent
- have Self-Belief

(Client) gives the Coach permission to challenge self-inhibiting attitudes or ways of thinking and behaving and will take full responsibility for themselves and any actions they undertake and might result from Coaching.

Coach: The Coach agrees to be ready to work with (Client) at the agreed time, be open-minded, congruent, non-judgemental, focused and empathic. (Coach) will provide support through effective listening, high quality questioning, assertiveness, constructive challenging and 'nudging' to assist in (Client's) development. The tools of (Coaching methodology) are available throughout the process and will be incorporated when appropriate with the client's agreement. If any issues arise that should be handled by a health professional, (Coach) will advise that they should be attended to by an appropriate professional.

Organisation: (The Manager/HR) is committed to supporting the Clients throughout the Coaching process within the boundaries of confidentiality. Collective feedback will be considered and acted upon in the best interests of all involved where possible and as appropriate.

Agreement of Contract:

(Client)

(Organisation)

(Coach)