COACHING AGREEMENT

Name of Coach:_____

Name of Coachee:_____

Description: Coaching is a partnership between the coach and the coachee in a thought-provoking and creative process that inspires the coachee to maximize personal and professional potential.

Agreement is between: _____(name of Coach) and _____ (name of Coachee) whereby the Coach agrees to provide coaching that could help improve the Coachee's leadership effectiveness.

Responsibilities of Coach:

1. Commitment to employee professional development
2. Commit to complete one hour required e-training and use resources and tools provided to ensure a successful coaching engagement outcome:

   *Required: **Beginning Your Coaching Engagement (35 mins)***
   This course will cover three stages of coaching: enrollment, discovery, and developing the action plan. In these stages, the coaching relationship and its goals are created, setting the stage for the remainder of the coaching engagement

   *Suggested: **Coaching Techniques that Drive Change (26 mins)***
   Techniques covered in this course will give the coach the tools needed to lead from behind as a coach.

3. Keep coaching appointments
4. Build a relationship of trust
5. Listen for understanding
6. Give feedback
7. Motivate and challenge
8. Encourage the transfer of learning into doing
9. Provide support
10. Create a positive environment

Responsibilities of Coachee:

1. Obtain supervisor's approval
2. Focused on refining leadership behaviors
3. Willing to commit to change in at least one area
4. Understand and demonstrate the transfer of learning into doing
5. Commit to complete one hour required e-training, and use resources and tools provided to ensure a successful coaching engagement outcome:

   *Required: **Being a Receptive Communication Partner (25 mins)***
   Interpersonal communication is a two-way street. This requires two essential skills that most everyone finds challenging to keep sharpened: listening and questioning. In this course, you'll work on sharpening those skills – as well as on getting yourself in the right receptive mind-set for communicating.

6. Commit to set up coaching meetings, keep time appointments with coach, and monitor self-report progress
7. Willing to be open and share their perceptions with the coach, and be open to feedback
8. Adopt new behaviors and ideas
9. Include coaching engagement in their online Individual Development Plan (IDP).

Services: The parties agree to engage in **4** hours of coaching through telephone or face to face meetings. The time, method and/or location of meetings will be determined by mutual agreement between Coach and Coachee. Additional sessions, if needed, are also determined by Coach and Coachee. The Coachee will initiate all calls.

Procedure: The Coachee will schedule all meetings and initiate all scheduled calls. If the Coach will be at any other number for a scheduled call, Coachee will be notified prior to the scheduled appointment time.

Confidentiality: This coaching relationship, as well as all information (documented or verbal) that the Coachee shares with the Coach as part of this relationship, is bound to confidentiality. The Coach agrees **not** to disclose any information pertaining to the Coachee without the Coachee's written consent. The Coachee will not disclose the Coach's name as a reference without the Coach's consent. Confidential information does **not** include information that: (a) was in the Coach's possession prior to its being furnished by the Coachee; (b) is generally known to the public or in the Coachee's industry; (c) is obtained by the Coach from a third party, without breach of any obligation to the Coachee; (d) is independently developed by the Coach without use of or reference to the Coachee's confidential information; or (e) that the Coach is required by law to disclose.

Cancellation Policy:

The Coachee and Coach may mutually agree to terminate this agreement at any time. Please sign the agreement and both coach and coachee should retain a copy.

Coachee Name/Title:

Signature: Date:

Coach Name/Title:

Signature: Date: