

## Coaching Agreement

This agreement sets out the purpose, scope, expectations, and confidentiality arrangements for our coaching relationship.

<b>Name of Coach:</b>	<b>Date of chemistry call:</b>
<b>Name of Coachee:</b>	<b>Date of first meeting:</b>

### Purpose of Coaching

- We view the coaching relationship as a collaborative partnership focused on the coachee's goals and development. Coaching supports reflection, increased awareness, and self-directed action.
- The coach's role is to facilitate thinking, exploration, and accountability. The coach does not provide advice, solutions, therapy, counselling, or consulting services.
- Where appropriate, other sources of professional support may be suggested.

### Roles & Responsibilities

- We agree to treat each other with dignity, respect, and professionalism.
- The coach will remain objective, listen actively and check understanding. When necessary, the coach will offer and receive feedback, and challenge constructively.
- Other ways of thinking and behaving, perspectives and options will be explored.
- The coachee will take responsibility for actions taken away from coaching.
- We both agree to maintain appropriate boundaries.
- The coachee will inform the coach of any support needs required to enable full participation in the session.
- The coachee agreed to attend sessions prepared and willing to engage.
- We agree to take shared responsibility for scheduling and attending sessions.

### Coaching Sessions

- Number of sessions: minimum of 4 initially (extendable by mutual agreement).
- Session length: 45-60 minutes
- Location: online (MS Teams)
- Frequency: As agreed (may begin weekly/fortnightly and move to monthly)
- Preferred timing: As agreed. We will time these meetings to coincide with specific stages so that constructive feedback can be provided and objectives reviewed.
- We both will aim to ensure sessions are uninterrupted and focused.

**Coaching Preferences:**

- Allow reflective silence for thinking for both parties.
- Use active listening and summarising.
- Check understanding before moving forward.
- Encourage thoughtful challenge where appropriate.

**Consent & Permissions:**

Please confirm agreement to the following:

- Permission for the coach to take notes during sessions.
- Permission for the coach to use Teams transcription solely to support notes and reflection. Notes and key points/actions will be shared with the coachee after each session.
- Consent for anonymised coaching material to be used as evidence for coaching apprenticeship and end-point assessment.
- Understanding that any such evidence will be anonymised and treated as strictly confidential and used for assessment purposes only.
- Permission for anonymised discussion in coaching supervision.
- Agreement to supportive challenge where appropriate. This could be a challenge to assumptions/barriers to thinking. The coach will check at each session what level of challenge the coachee is comfortable with.
- Permission for appropriate between-session communication via email (e.g. scheduling and agreed materials)

**Cancellations**

We agree to provide as much notice as possible if a session must be cancelled. The person cancelling is responsible for arranging a replacement session.

**Withdrawal & Ending Coaching**

Either party may end the coaching relationship at any time. Where possible, this will be discussed within a session to support appropriate closure. If the coaching relationship is not working well, we commit to discussing the situation and seeking to improve this.

**Signposting**

Where appropriate, the coach may suggest alternative or additional professional support services.

**Confidentiality**

Coaching conversations are confidential. Information will not be shared without permission except where there is a legal or ethical obligation, including:

- Risk of harm to self or others
- Safeguarding concerns
- Legal requirements

The coach may discuss anonymised material in supervision for professional development.

### **Data Protection & Records**

Coaching notes, records, and transcriptions will be stored securely, accessed only by the coach, and used for coaching, supervision and apprenticeship assessment purposes (in anonymised form). Data will be retained only as long as necessary and then securely deleted, in line with UK data protection requirements.

### **Review**

We will maintain an open dialogue about how we are working together and may review or amend this agreement by mutual consent.

I confirm that I have read, understood, and agree to this coaching agreement.

**Signed Coachee:**

**Date:**

**Signed Coach:**

**Date:**

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### **As a *coachee*, I confirm that:**

- I will or will have thought about what I want to gain from the coaching sessions.
- I am choosing to engage in coaching voluntarily.
- I have my manager's agreement to attend coaching during working hours, where applicable.
- I understand coaching is a reflective and developmental process and I am open to exploring different perspectives and approaches.
- I will take full and active responsibility for my participation in coaching, including:
  - Attending sessions as agreed
  - Engaging openly and honestly
  - Completing actions I identify between sessions
- I will communicate promptly with my coach if I am unable to attend a session and give reasonable notice where possible.

- I understand that repeated non-attendance or lack of engagement may result in my coaching being ended.
- I will provide feedback to my coach and complete any agreed evaluation of the coaching.
- I will raise any concerns about the coaching directly with my coach.
- I understand that coaching conversations are confidential, subject to the limits outlined above.
- I understand that coaching is not mentoring, training, advice-giving, or counselling.
- I accept responsibility for my own decisions, actions, and outcomes arising from coaching.
- I understand that if my coach believes I would benefit more from mentoring, training, counselling, or other support, this will be discussed with me.
- I have read the guidance “*Is coaching for me?*”

**As a *coach*, I commit to:**

- Support the coachee to think, reflect, and explore topics for themselves rather than offering advice or solutions.
- Provide a safe, respectful, and non-judgemental environment for exploration and learning.
- Work with the coachee to appropriately challenge assumptions, perspectives, and barriers in a constructive and ethical way.
- Maintain clear professional boundaries at all times.
- Adhere to a recognised professional [code of ethics](#) (EMCC – European Mentoring & Coaching Council).
- Delivering coaching sessions as agreed with the coachee, including agreed duration, frequency, and format.
- Engaging in regular supervision and reflective practice.
- Raising any concerns about the appropriateness of coaching or safeguarding promptly and responsibly.

**As a *coach-in-training*, I will:**

- Seek feedback and reflect on my coaching practice in order to develop my coaching
- Take part in regular supervision and professional development as part of the Coaching Professional Level 5 Apprenticeship
- Bring relevant issues and challenges to supervision
- Provide feedback and contribute ideas to continually improve coaching for professional individuals and in organisational environments

**Acknowledgement**

By participating in coaching with Yasmine Saito (*coach-in-training*), all parties confirm that they have read, understood, and agreed to the principles and commitments outlined above.