

TEMPLATE FOR COACHING CONTRACT

This agreement is made between [client name] (the 'coachee') and [coach name] (the 'coach') for a number of coaching sessions.

The coaching relationship

The purpose of the coaching relationship is to support the coachee to achieve their goals. The coach and coachee will first come to an agreement about the nature of coaching. Coaching is a non-therapeutic intervention intended for coachees who wish to enhance their performance or improve their work or personal situation. Either the coachee or the coach is able to exit the coaching relationship without giving any reason, subject to appropriate notice being given.

Coachee's responsibilities

- To attend coaching sessions as agreed
- To select topics for discussion
- To set and pursue meaningful goals

Coach's responsibilities

- To manage the coaching process (including timekeeping)
- To undertake regular professional coaching supervision
- To maintain confidentiality (subject to certain exemptions)

Number of sessions and fees

The coachee and coach will meet for [number] sessions, each lasting for no longer than [length of time].

The total cost of these coaching sessions is [financial amount]. This should be paid [method of payment].

Rescheduling coaching sessions

Coaching sessions can be rescheduled by either the coachee or the coach with [number of days] notice.

Information about the coach

[This should include:

- Professional background (career history)
- Relevant qualification in coaching
- Coaching supervision arrangements
- Affiliation to professional body]

Style of coaching

[This should include:

- Style of coaching (directive or non-directive)
- Permission to challenge or use silences
- Note taking arrangements

This coaching contract should be signed by both the coach and coachee. It should be referenced at the start of each coaching conversation.

Coachee

Signature:.....

Date:.....

Coach

Signature:.....

Date:.....