Coaching Contract

Coach:  
Coachee:

Welcome to the Universities of Aberdeen and St Andrews coaching programme. Under this scheme the Coach will provide a programme of coaching starting from XXXXXXXXXX. Coaching meetings last for around one hour, and a programme will typically include 4-6 meetings.

Time, dates and locations of further sessions are to be agreed with your Coach at the initial consultation.

Coaching is a non-directive process. Your Coach will help you find your own answers to issues and help you find your own way to achieve your personal outcomes and objectives.

The Coach will:
• Commit to help the Coachee achieve the agreed desired outcomes
• Work with the Coachee to promote self awareness and encourage self determined learning; this will support personal responsibility for the Coachee’s development
• Adhere to good practice principles which will be reflected in a skilled support and challenge approach; development of trust and mutual respect and a commitment to the coachee’s agenda
• Respect the rights of the Coachee to absolute confidentiality except as expressly permitted by the Coachee or as required by law

The Coachee will:
• Commit to the coaching process by being willing to take personal responsibility for any actions required to bring about desired change
• Be available to work with the Coach at the agreed times and prepare for the sessions by reflecting on outcomes and any actions taken since the previous session
• Remain open-minded, be open to challenge (by self and/or the Coach)
• Determine desired outcomes and commit to working towards these through the coaching process
• Give the Coach permission to challenge limiting attitudes, beliefs or behaviours
• Be preparted to stretch outwith their own comfort zone and take responsibility for their own learning

We both agree to:
• Provide feedback and evaluation as requested
• Review progress regularly against the outcomes and agreed milestones in the coaching plan
• Stay connected throughout the coaching programme; agree to meet, speak or email as necessary between sessions
• Ending the partnership (if appropriate following consultation with the scheme coordinator) if for any reason either participant is not comfortable in the coaching relationship
Our plan for future communications is to:
e.g. when and where you will meet/how you will communicate. How often you aim to meet/speak etc.

| Establish purpose: The coachee will identify their desired outcome(s) as a result of a self assessment process carried out during the initial consultation. These are written in the present tense in a way that both challenges and inspires the coachee:
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| Eg: Feeling at ease with my improved work life balance or Being confident in my new role. |

| Our contact information is as follows (remember to note also when your are NOT available) |
| Coach: Tel: email: |
| Coachee: Tel: email: |
| Coach Signature: Date:  |
| Coachee Signature: Date: |