

DEVELOPMENT COACHING AGREEMENT:

Coachee's Name:

**Development Coaching Programme:
Contact Address (optional):**

Commencing:

Contact Telephone:

E-Mail:

-You will telephone, email, or see me for a minute session held every

- Re-scheduling or cancellations of the session should be done **at least 48 hours before** the planned appointment or the full fee may be charged.

- The initial term for Development Coaching will be for **FOUR** sessions, after this time **ONE** weeks notice will be required to terminate the Development Coaching Agreement to allow for resolving any outstanding issues and reviewing the process in its entirety.

- Fees to be paid **48 HOURS prior to each session**

- **I will call YOU using your contact telephone number for each coaching session**

NB:

All sessions can include email follow up support on info@supervisionandcoaching.com

WHAT I AM EXPECTING AS A MINIMUM (INCLUDING BEHAVIOURS) BY ENGAGING IN DEVELOPMENT COACHING:

WHAT THE COACH CAN EXPECT FROM ME (INCLUDING BEHAVIOURS) AS A MINIMUM FROM ENGAGING IN DEVELOPMENT COACHING: e.g. punctual for calls, prompt payments, offer feedback to development coach on performance, willingness to commit to actions as a result of the programme etc.

PROPOSED FORMAT FOR EACH SESSION WILL BE: (open to negotiation)

- Saying hello and checking in.
- Brief review of actions taken towards agreed goals from the previous session and whether you wish to continue with these or revising them.
- A description of any prepared personal or professional challenge/issue/concern you wish to bring to the coaching session and ways in which you expect the coach might help you.
- Discussion / Clarification / Questioning about the challenges you have presented in relation to your own reality or the situation you find yourself in at the moment.
- Support / Challenge to help gain some agreement about any strategy, actions or goals towards meeting your needs or improving your situation(s) you find yourself in.
- Clarify the actions you agree to work on between now and the next session.
- Brief summary of the session (including time for making brief notes if required).
- Feedback to each other on the session itself i.e. 'least' and 'best'.
- Session closure.
- Optional E-mail follow up on progress

MAINTAINING CONFIDENTIALITY:

- Anything you share in the development coaching sessions will be confidential and I undertake not to use or disclose any information you shared with me during the sessions with the exceptions of;

.....cases where I am required by law to report certain criminal activities.

.....if you disclose you intend to harm yourself or others at which times I will work with you and discuss who else may be able to help you e.g. a GP, specialist counsellor.

- I will and only with your permission keep records to assist with my continuity to you as a development coach.

- It is expected that you maintain records of your own personal and professional development as a direct result of development coaching, to act as a personal reminder, as a portfolio to yourself, or as evidence of progress having been coached.

POTENTIAL VALUES / EMERGING GOALS I WOULD LIKE TO WORK ON:

Coach: John Driscoll..... **Coachee:** **Date:**