

## Creating A Coaching Agreement

### What is a Coaching Agreement?

The Coaching Agreement allows the Coach and Coachee to come to an understanding of what the partnership will look like. It also helps a Coach, and the Coaching program, know what bounds or parameters they are working in.

According to the International Coach Federation a Coaching Agreement can help with the following:

1. The Coach helps the Coachee identify, or reconfirm, what s/he wants to accomplish in a coaching session.
2. The Coach helps the Coachee to define or reconfirm measures of success for what s/he wants to accomplish in the session.
3. The Coach explores what is important or meaningful to the Coachee about what s/he wants to accomplish in the session.
4. The Coach helps the Coachee define what they need to address or resolve in order to achieve what they want to accomplish in the session.
5. The Coach continues the conversation in direction of Coachee's desired outcome unless Coachee indicates otherwise.

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### The Inside & Outside Agreement

It is important that the Coach and Coachee create an understanding of what the expectations are of one another. The partnership begins only when both the Coach and Coachee agree to the terms of the agreement/understanding/partnership/pact/contract.

**Outside the Coaching Session** – It is important to consider the following in your written agreement:

- Length of the agreement – 8 weeks, 6 months, 1 yr., until age 26, unlimited
- Schedule – weekly, monthly, whenever either of you is available
- Scope of practice – what is coaching, what it isn't, Coach/Coachee availability
- Cancellation or reschedule policy/practice
- Where and how you will coach (phone, video, in-person, a mix)

**Inside the Coaching Session** – This refers to how you and your Coachee will spend your time while in a coaching session or conversation. Putting this in writing is optional. There are a number of key elements:

- The Coachee shares what they would like to be coached on during that session, and what successes at the end of the session would look or feel like for them. Do they want to talk about an issue, explore an issue or problem solve an issue? Be patient in helping them drill down by listening, asking powerful questions and exploring “why” this is an issue.
- Outcomes and measurables are set, along with the exploration of any influences or factors that could get in the way of success.
- A session plan is created. This plan is used to guide the session towards the client's goals, measurables and outcomes. Check in mid-session to make sure you are on track with the Coachee's goals and that they feel like they are making progress towards their desired outcome.



## Sample Coaching Program Agreement

This Agreement is entered into between:

Date: \_\_\_\_\_

Coachee: \_\_\_\_\_

Coach: \_\_\_\_\_

**The goal of the ABC Coaching Program is to help young people achieve their potential by providing them with the long-term social-emotional and comprehensive supports they need to:**

- Build trusting relationships and a network of positive adult and peer supports;
- Prepare for and graduate high school;
- Persist in post-secondary settings;
- Build progressive career development experiences in line with their interests to help them eventually navigate onto a living wage career pathway;
- Access and maintain affordable housing and gain independent living skills.

**As your Coach I agree to provide you with the support you need to navigate all the areas mentioned above. I also agree to provide the following:**

- I will be your champion and your cheerleader
- I will listen to you without judgment
- I will work to gain your trust
- I will be fully present during our coaching conversations
- I will provide gentle accountability when needed
- I will assist you in creating S.M.A.R.T. goals (Specific, Measurable, Attainable, Realistic, Time Sensitive)
- If I am unable to make a scheduled coaching meeting or I am running late I will contact you at \_\_\_\_\_.

**As the Coachee I am agreeing to the following (*This is sample language. It is recommended that the youth add their own language here*):**

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- If I am unable to make a scheduled coaching meeting or I am running late I will contact you at \_\_\_\_\_.

Coachee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Coach Signature: \_\_\_\_\_

Date: \_\_\_\_\_