



# EXECUTIVE COACHING AGREEMENT

*Executive Coaching:*

Executive Coaching is a collaborative, solution focused, results oriented and systematic process in which the coach facilitates the enhancement of work performance, self-directed learning and personal and professional growth.

*Executive Coaching Commitment:*

This agreement provides the personal commitment of the coach (me) and client (you) towards the success of the coaching engagement.

In agreeing to a coaching relationship, we understand that coaching:

- May address specific projects, work performance, skill levels, and general conditions in your professional or private life as they impact on your workplace performance.
- Requires an active, collaborative approach – the coach plays the role of a facilitator of change, and the client enacts change by implementing, between each session, the actions that have been agreed to.

*Coach Commitments:*

Throughout our working relationship as your coach, I will:

- Apply current best knowledge and coaching practices.
- Provide a safe, yet challenging learning environment to promote exploration, discovery and learning.
- Engage in direct, personal and sometimes challenging conversations either face-to-face or by telephone, as jointly agreed.
- Assist you to determine the most useful and desired outcomes.
- Take a holistic, integral approach to coaching, partnering with you and/or your organisation to ensure all required support is provided.
- Seek feedback from you and review your coaching outcomes achieved against the agreed goals.

*Your Commitments:*

Your coaching outcomes will be enhanced if you:

- Participate with an open mind and a readiness to move forward.
- Demonstrate a willingness to be actively involved and committed to coaching, have a genuine intent to change and be ready to work at creating change.
- Be open to receive, accept and act on feedback, be honest and forthright in our discussions and to raise and frankly discuss any issues that relate to the goals we are working on.
- Come willing to explore, challenge and change self-defeating patterns and be willing to try new ways of behaving, learning and working.
- Give your permission to be challenged – to confront your thinking, behaviours and feelings during the coaching sessions in support of development goals.
- Jointly set activities to be carried out and action these between sessions in order to obtain the full benefit from this coaching.
- Come prepared and on-time to all coaching sessions with interim activities

completed.

- Inform me promptly if the coaching isn't working for you.

Where an organisation is paying for the coaching sessions

By investing in your personal and professional development your organisation is recognising the value they place in you. If I am requested by your organisation, I will report in broad terms on the process and progress of coaching, but I will not report on the details and content of the sessions, unless you give your explicit permission. As required by the organisation, I will report any missed sessions, repeated failures to complete agreed tasks or lack of engagement in the coaching process.

Ethics, Confidentiality Professional Practice

I commit to the following standards:

- Any specific information discussed or issues raised during the course of coaching will be on a strictly confidential basis.
- I will maintain file notes on the progress of coaching sessions, and will ensure complete confidentiality of this information, except in rare circumstances where decreed by law or as agreed by you for a specified purpose.
- I will work within the professional ethics & guidelines designated by the International Coaching Federation (copies of the ethical guidelines are available on request and online at *Ethical framework*: <http://www.coachfederation.org/about-icf/ethics-&-regulation/icf-codeof-ethics/>);  
*Core competencies*: <http://www.coachfederation.org/icfcredentials/core-competencies/>
- I will satisfy all Standards Association of Australia Coaching in Organisations (HB 332 – 2011) criteria for consideration and selection as a professional coach (table 10.3 in Coaching in Organisations HB 332–2011).
- I will engage in monthly supervision of my coaching practice and will maintain my expertise as an evidence-based practitioner through professional development by accessing cutting edge research journals and attending workshops, training programs and conferences.

Timing and Cancellations

For individual coaching sessions, an appointment must be cancelled at a minimum of 48 hours' notice otherwise the full coaching fee will be charged.

Client signature: \_\_\_\_\_

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

Client name: \_\_\_\_\_

Coach name: Margaret O'Malley

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

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