**COACHING**

|  |
| --- |
| Your name: |
| Company name Nature of business Your role |
| Address  Telephone:  Mobile:  Email: |
| Home address (if different from above) Home phone  Mobile  City Fax  Post code Email |

## **This is a Coaching Contract**

Between: and …….

From (date):

## **Ethics**

I am an student member/ member of the Association for Coaching and

I abide by their Code of Ethics

**Practicalities**

We will meet/telephone/skype for a programme of sessions during the period of …..and beyond that if we both agree. At this stage we have agreed the following sequence/timings: This format is open to review during the programme. After our first session on … we will schedule subsequent times at the end of each session. We have agreed that each of us will ensure there are no unnecessary interruptions (mobile phones, phone, people).

We have agreed that there will be a charge of xyz + VAT per hour/ session. I will provide an invoice for each session in advance via BACS. It is appreciated if fees are paid prior to each session This fee structure will apply for the programme and we will renegotiate our contract and fees at the end of that period.

**Procedures**

We have agreed that the following arrangements will take place in the following situations:

***Disagreements:*** If during a session, I say or do anything which makes you feel uncomfortable, or if you would like to see changes in our way of working, please tell me about this at the earliest possible opportunity. In order for our work to be effective you must be honest with me. Do not be afraid of hurting me, if you wish to tell me about something you would like me to change, add or omit from our way of working, to ensure that you get the best possible result from our work together. There is always a learning opportunity in every exchange of feedback.

***Cancellation of session***: Please let me know as soon as possible if you have to cancel or alter an appointment. Except for a personal emergency, the full fees for any session cancelled within 10 working days will be charged unless it is re-scheduled and takes place within 15 working days.

***Emergencies***: You are free to phone me if there is an emergency on .

**Guidelines**

The following guidelines/ground rules will guide our time together:

***Confidentiality and GDPR***

#### As your coach, I recognize that you may have future plans, business affairs, customer lists, financial information, job information, personal information and other information that you consider is confidential. I will not, either directly or indirectly use any such information or disclose it to anyone else without direct permission from you the client, except under the following circumstances:

1. There is a life threatening situation
2. I become aware of the abuse of a minor
3. Terrorism
4. If required to by law
5. When working with my supervisor at which time I would only use your first name and any corporate information would remain anonymous. On occasion I may need to tape record a coaching session for my own accreditation, in which case I will agree this with you in advance.

Your data will be kept for as long as required to support the full duration of our coaching programme and our coaching relationship. When your personal data is disposed of, then this will be done in a secure way, e.g. shredding of paper-based data or deletion within a password-protected environment on the computer.

**Evaluation and Review**

We have agreed that we will review our work together after the first three sessions and at the completion of the 6 sessions.

**Re-negotiation of contract**

At any time either party can initiate discussion around re-negotiation of the contract or any part of it. This will be done in advance so that there is preparation time available.

Agreement

Please sign and return to me your agreement to enter into this coaching contract. I will then provide you with a copy signed by us both.

Signed

Signed