

# Guidance for drawing up a coaching contract

**At the start of a coaching/mentoring partnership, it is essential to discuss mutual expectations and establish a set of ground rules as to how the relationship will be conducted. This will ensure that the relationship develops effectively and that the client's needs are met.**

The contract should be discussed and agreed, and recorded in writing with a copy for the coach and coachee. It is not set in stone – amendments can be made at any time. In fact, you should make a point of reviewing the contract together regularly to ensure that you are both still on track.

Below are some clauses you might wish to include in your contract:

- » Expectations – of each other, of the relationship, of what both parties will learn.
- » Coaching aims and objectives will be reviewed and documented within each session.
- » Confidentiality – should any third parties be informed, and if so what can be discussed with third parties about the relationship and about the discussions?
- » Duration of relationship – number of meetings, frequency, duration, location – office or outside the workplace?
- » Broad purpose and goals – what the client hopes to achieve.
- » Review and evaluation of relationship, of mentor/client, and of client's progress.
- » Roles and responsibilities – preparing for meetings, setting the agenda, ensuring the meetings take place, setting goals.
- » How will feedback be handled – trust and openness?
- » What responsibilities do you have to the client's line manager (if you are not already their line manager) and how will you ensure they are supportive?
- » How you will end the relationship – celebration, disengaging?
- » Cancellation – what notice is acceptable to the coach and coachee?