



Coaching Contract

Coach:

Coachee:

Welcome to the Universities of Aberdeen and St Andrews coaching programme. Under this scheme the Coach will provide a programme of coaching starting from XXXXXXXXXXXXXXXX. Coaching meetings last for around one hour, and a programme will typically include 4-6 meetings.

Time, dates and locations of further sessions are to be agreed with your Coach at the initial consultation.

Coaching is a non-directive process. Your Coach will help you find your own answers to issues and help you find your own way to achieve your personal outcomes and objectives.

The Coach will:

- Commit to help the Coachee achieve the agreed desired outcomes
- Work with the Coachee to promote self awareness and encourage self determined learning; this will support personal responsibility for the Coachee's development
- Adhere to good practice principles which will be reflected in a skilled support and challenge approach; development of trust and mutual respect and a commitment to the coachee's agenda
- Respect the rights of the Coachee to absolute confidentiality except as expressly permitted by the Coachee or as required by law

The Coachee will:

- Commit to the coaching process by being willing to take personal responsibility for any actions required to bring about desired change
- Be available to work with the Coach at the agreed times and prepare for the sessions by reflecting on outcomes and any actions taken since the previous session
- Remain open-minded, be open to challenge (by self and/or the Coach)
- Determine desired outcomes and commit to working towards these through the coaching process
- Give the Coach permission to challenge limiting attitudes, beliefs or behaviours
- Be prepared to stretch outwith their own comfort zone and take responsibility for their own learning

We both agree to:

- Provide feedback and evaluation as requested
- Review progress regularly against the outcomes and agreed milestones in the coaching plan
- Stay connected throughout the coaching programme; agree to meet, speak or email as necessary between sessions
- Ending the partnership (if appropriate following consultation with the scheme coordinator) if for any reason either participant is not comfortable in the coaching relationship

