**Coaching – an explanation**

Coaching is about unlocking a person’s potential, facilitating learning, development and performance. Through coaching you will find your own solutions, develop skills and change your own behaviours and attitudes.

Coaching is undertaken in a structured, regular basis and focused on short and specific areas of development.

The agenda is generally on development or issues at work and achieving specific immediate goals to support you in your role.

The art of coaching is about creating space for an individual to discuss and find their own answers to questions by unlocking potential. Coaching is widely recognised as a method of developing employees to enhance performance and is one of the most effective ways of unlocking potential.

The sessions will be interactive and not a quick fix; it is about establishing change and fine tuning the coachee’s skills and performance.

The essence of coaching is that it will enable and encourage you as the coachee to take responsibility for yourself, to be creative in problem solving, to be in charge of your own development, to make excellent decisions and fulfil your potential.

Coaching is owned by you as the coachee; I will rarely offer advice but encourage you to come up with the answers to problems.

**Coaching Contract**

**Name of Coach** –

**Name of Coachee** –

I agree to offer up to coaching sessions at date/time agreed between us.

The time/date and venue of each session to be confirmed and agreed with coachee prior to the session. Each session will last up to an hour.

If either of us need to re-schedule the session we agree to give 48 hours notice of this change.

Each session will be strictly confidential and nothing discussed will be shared with your line manager – unless concerns are raised around safeguarding, harm to yourself or others – under these examples I would have a responsibility to feedback.

If either of us feel the sessions are not working we both have the right to withdraw from the sessions with no problem.

We will agree between us whether the sessions are face to face/telephone.

Professional behaviour will be expected at all times from both you as the coachee and me as the coach.

Signed…………………………………………………………………………….Date…………………………………………………….

(Coachee)

Signed…………………………………………………………………………….Date……………………………………………………

(Coach)