

## Talent Development Coaching Agreement

It takes a commitment from the coach and coachee to experience the significant results that are possible from coaching. This document outlines expectations to ensure a productive coaching relationship.

*As your coach, I will:*

- Meet with you for 1:1 coaching sessions (approx. 60 min) through the end of your third year. We will meet twice each month for the first three months and once each month after that.
- Create a safe space for you to discuss your goals and any professional and/or personal challenges that are getting in the way.
- Give you my full attention and support during our sessions. I will actively listen, ask questions to help you explore your topic and gain insights, provide relevant resources, share helpful observations, focus you toward action and celebrate your progress.
- Equip you with leadership development tools and encourage you to implement them.
- Keep our discussions confidential. In the very unlikely event that you share something illegal, or intend to harm yourself or someone else, I am legally bound to report it. Likewise, if you share a violation of Company policy, I am bound by Elliott Davis policy to report the matter to Human Resources. Otherwise, the only data presented to leadership would be general development trends or learning opportunities.
- Abide by the International Coaching Federation's Definitions and Code of Ethics which can be found at <https://coachingfederation.org/ethics>
- Provide at least 24-hour notice when I need to reschedule.  
(excluding extenuating circumstances i.e. personal emergencies)

*As the coachee, I will:*

- Make time to attend coaching sessions and come prepared with a topic/objective to work on.
- Make a concerted effort to follow through on action items and assignments.
- Attend required trainings. When I cannot attend live, I will watch the recording.
- Express additional expectations or needs to my coach that will help the coaching process be most effective.
- Respect and stay committed to the coaching program, trusting that my growth is dependent upon my long-term investment.
- Provide at least 24-hour notice when I need to reschedule.  
(excluding extenuating circumstances i.e. personal emergencies, last-minute client requests)

Please sign below to confirm your agreement to the above expectations of the coaching relationship.

Coach Signature: John Tiernan

Coachee Signature: Garrett Becker  
Garrett Becker (Oct 11, 2022 16:54 EDT)

Date: Oct 11, 2022


# Talent Development Coaching Agreement - signed by John Tiernan

Final Audit Report

2022-10-11

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