## **Coaching Contract**

## March 30, 2022

## In the initial session, explore and align on:

- Role of coach (facilitator, not mentor or instructor) and coachee (ready to commit to self-discovery, change)
- Coaching program principles (confidentiality; expectations; number, duration and timing of sessions; email/phone communication; program length, etc.)
- Coachee's needs and interests (e.g., well-being, resilience, stress, communication, academic performance, professional development)
- General outline of coachee's coaching goals or outcomes (how will we know the coaching program was successful?)
- Use of assessments and homework assignments for self-awareness and progress or outcomes measurement
- Support of authentic feedback from coach to coachee and learner to coach; continually evaluate coach/learner fit

## **Meeting management**

- > Schedule sessions
- > Empower coachee to set agendas
- Initial sessions debrief assessments; support coachee in developing vision or goals; explore values, motivation, strengths, and action plan
- Ongoing sessions coachee identifies area for exploration, explore coachee progress and learning, cultivate self awareness with growth mindset, update action plan
- > Closing session harvest progress and learning, and explore coachee's next steps without coach
- > Document sessions as needed

## Managing process and accountability

- > Help coachee design accountability practices
- > Support coachee in tracking progress
- > Hold coachee accountable
- > Explore how coaching relationship is working and not working, how to improve
- > Discern whether coachee would benefit more from a teaching, mentoring, or counseling role

### Adapted from:

Van Nieuwerburgh C. An Introduction to Coaching Skills: A Practical Guide. 3rd ed. Jarrold A, editor. Los Angeles: Sage; 2020. Wolff M, Deiorio NM, Miller Juve A, Richardson J, Gazelle G, Moore M, et al. Beyond advising and mentoring: Competencies for coaching in medical education. Medical Teacher. 2021;43(10):1210–3.







# **Coaching Contract**

Date	2				
Operational					
Name Coach				Name Coachee	
Phone				Phone	
E-mail				E-mail	
Other Contact Info				Other Contact In	nfo
Sessions					
Number of Sessions			Length of Sessions		
Null				Length of Sessie	
	etings				
			Location		Comment
	etings		Location		
Mee	etings		Location		
Mee 1	etings		Location		
<b>Mee</b> 1 2	etings		Location		
Mee 1 2 3	etings		Location		
Mee 1 2 3 4	etings		Location		
Mee 1 2 3 4 5	etings		Location		
Meee 1 2 3 4 5 6	etings		Location		
Meee 1 2 3 4 5 6 7	etings		Location		



## Shared understanding of 'coaching'

Check you are both expecting same kind of interaction:

- > Role of coach (facilitator, not mentor or instructor) and coachee (ready to commit to self-discovery, change)
- > Clarify the difference between coach and mentoring

#### Our Understanding

**Role of Coach** 

**Role of the Coachee** 

Financial arrangements (if appropriate)

Fee

**Payment details** When payment is due & how payments are made

## Withdrawal and confidentiality

Withdrawal - either coach or coachee may choose to withdraw from coaching with weeks notice.

**Confidentiality** - all discussions within the coaching environment are confidential unless imminent or likely risk of danger to self or to others is identified.



## Competence

- > Be explicit about your level of experience
- > Be clear about boundaries

#### Level of Experience Coach

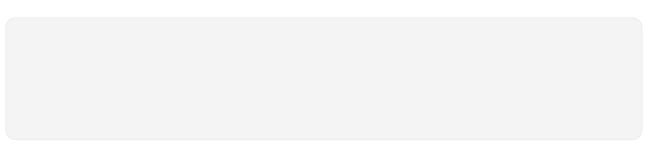
#### Level of Experience Coachee

#### **Boundaries**

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Taking Notes	Other
To Challenge	
To Interrupt	

### Notes



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