Agreement between

[Enter name]

and

Jo Beckett

My role

I agree to be your coach to support you in achieving your goals. I agree to maintain confidentiality and to be respectful of you and your agenda. Together, we will work to identify how you can best achieve your specific outcomes.

As your coach, I will support and challenge you by asking questions and offering different perspectives and ideas, when appropriate.

As your coach you can expect me to:

* listen
* help you clarify your goals and priorities
* ask questions to facilitate insights and perspective
* stay with your agenda
* support you to find your own solutions
* supportively challenge you
* maintain confidentiality
* be open and honest
* ask your permission before sharing my experience

Your role

You will be encouraged to:

* consider in advance what you would like to discuss and email me your responses (please refer to questions below)
* make your own notes
* manage the action points you choose to take away
* be willing to be open and honest
* provide feedback on your experience of coaching so that I can learn and develop as a coach

Action: Questions to respond to in advance of your coaching session

Before we ‘meet’, please take a moment to consider the following questions. I would be grateful if you would send your responses by email to me at [confidential@idpe.org.uk](mailto:confidential@idpe.org.uk):

* What topic, issue or goal would you like to bring to your coaching session?
* What would you like to leave with more clarity about?
* What would make your coaching session worthwhile for you?

**I would be grateful if you would send your responses to me by email at** [**confidential@idpe.org.uk**](mailto:confidential@idpe.org.uk) **at least 24 hours before your session along with your agreement to these terms of engagement.**

**If you have any questions, please call me on 07775 861564.** Thank you.

Coach

As your coach I agree to maintain confidentiality (unless I believe you are at risk, or at risk of harming another, or engaged in unlawful practice). I will keep any information relating to your coaching session private, confidential, and secure. I will not share your details with any third party unless I have your explicit consent to do so.

Coachee

I agree to consider in advance what I would like to discuss in coaching sessions and to reflect after my coaching session. I accept full responsibility for myself and the actions I take as a result of coaching. If during, a session a subject arises that is sensitive, then I will name this so that we can move the conversation on. I agree to provide feedback about my experience of the coaching programme.

Your coaching session

Virtual coaching sessions take place by Zoom. Sessions last for approximately 60 minutes. You are encouraged to allow 15 minutes afterwards for your personal reflection.

Jo Beckett

I am a qualified ILM Masters level 7 Executive coach with over 25 years’ experience in leadership, management, stakeholder engagement and fundraising. I have worked within the private, public, charity and education sectors. I am a psychologist certified to teach resilience skills.

**Date:  
Signed by the coach: Jo Beckett**

**……………………………………………………………..**

**Date:      
Signed by the client:**

**……………………………………………………………..**