VNRLI Alumni Leadership Coaching Pilot Program (LCPP)

### Sample Coaching Agreement

### *DRAFT to be adapted between coach/client at the start of the engagement.*

Dates of Engagement: to

Sponsor/Organization:

Client: Coach:

**Purpose**

[Coach’s Name] is offering this agreement to provide leadership coaching for [Client].

Leadership coaching is intended to support leaders in aligning their behaviors with achieving the results that are most important to the long-term success of their organization.

Coaching begins with an assumption that clients are whole, wise, and highly knowledgeable about the nature of their own personal and professional development. Therefore, the coach’s primary role is to draw out the leader’s wisdom through inquiry, curiosity, gentle provocations, and challenges that help the leader to stretch into their best capacities. To do that, we introduce or co-create self-observation exercises and behavioral practices.

The Coach will approach coaching from a holistic lens, attentive to the leader’s interior life (physical, emotional, cognitive, and spirit) as well as how their interior reality is expressed through their physical presence and behaviors. She will seek mutual understanding regarding the dynamics of the organizational culture and systems (including policies and practices) within which the leader leads.

The leadership coaching role is distinct from consulting, advising, therapy, or counseling. However, it may address personal issues or life conditions that have an impact on a leader’s professional effectiveness.

Coaching will always be in keeping with the International Coaching Federation’s Code of Ethics.

**Outcomes**

The anticipated outcomes of leadership coaching for the Client may include:

* Identification of the key behaviors to stop, start, or continue doing to increase leadership effectiveness.
* Involvement and commitment of stakeholders (i.e., direct reports, peers, support staff, supervisor) in the process of helping to increase effectiveness.
* With sufficient client commitment to the process, improvement will be noticeable and measurable (by ongoing feedback from stakeholders) on specific leadership behaviors.
* Long-term effectiveness for the client and the client organization, based on increased capacity to achieve results through building and maintaining healthy relationships.

**Coaching Method**

The Coach’s approach to leadership coaching may include the following:

1. Determine client’s commitment to the coaching process: to solicit feedback, assess feedback, work to develop more effective behaviors, involve stakeholders to support desired changes, and measure the results of the behavior change effort.
2. Identify with client the high leverage behaviors that will provide the most strategic benefit for the client and the organization.
3. Partner with the client in understanding and responding to feedback.
4. Support the client in engaging more productively with stakeholders.
5. Conduct regularly scheduled coaching sessions in person or by tele/video conference.
6. Be available to the client for needed coaching and consultation between regularly scheduled sessions.
7. The coaching plan is designed jointly with the client.
8. Throughout the working relationship the coach will engage the client in direct, honest, and purposeful conversations – aligned with the client’s intentions for the coaching program.
9. The client can count on the coach to hold the client’s aspirations and growth as primary by asking pertinent questions, making requests, offering helpful provocations, and other ways of supporting enhanced self-awareness, capacity for self-correcting, and generating more effective behaviors.
10. Periodically, the coach will check in with the client to assure that the coaching experience is productive and results in added value for the client, making any adjustments as needed to best serve the client.

**Duration and Investment**

Agreement is for 10 hours of coaching over a period of about 4 months. Session length may vary, typically between 30-90 minutes depending on the needs of a given client and session.

Further, the Client should be committed to making the time to do the work of coaching that often happens between sessions. This may include reading, completing assignments, implementing new and changing behavioral practices, self-observations, and actions they choose as a result of the conversation.

**Other Terms**

* The Client is requested to honor scheduled session times. In the event of a cancellation or schedule change, this should be communicated at least 48 hours in advance (unless an emergency arises).
* At least 24 hours prior to the scheduled sessions, the Client should submit to the coach the agreed upon pre-call information, such as proposed topics for the upcoming session.
* The Client and the Coach may choose to discontinue the coaching relationship at any time for any reason (see note below re pilot phase).

**Additional Terms for the 2018/2019 VNRLI Alumni Pilot Phase Clients:**

* The Coach is currently participating in the Georgetown University Executive Certificate in Leadership Coaching program, an accredited coaching training program of the International Coaching Federation. Regarding financial arrangements, since coaching assignments during this training period benefit the Coach as well as the Client, the Coach expects no payment.
* By signing this agreement, the Client is requested to set an upfront intention to complete the full engagement period (10 hours over about 4 months), unless there are significant extenuating circumstances. If an issue arises, this should be discussed openly with advance notice to the Coach, so that the best approach can be taken to manage the situation or close the agreement in an effective manner.
* While the Coach will include client name, contact information, organization, and meeting dates in a required coaching log, the specifics of the coaching will be kept confidential.
* The Coach may request to record one or more sessions to be used for evaluating the Coach’s performance. The recording will be destroyed after the evaluation is complete.
* Hold Harmless: The Client agrees to hold the Coach and Georgetown University (including faculty, staff, and students) harmless and keep them exonerated from any liability occasioned or claimed in connection with the coaching provided under this agreement.

**Disclaimer**

The Client understands and agrees that coaching is not therapy, psychological counseling, or social work, even though the coaching work may address personal issues or life conditions that impact on professional effectiveness. The Client further understands and agrees that coaching conversations do not constitute legal, financial or business advice. In the event the Client desires any of the aforementioned services, it is the Client's responsibility to seek a licensed professional other than the Coach.

**Confidentiality**

The Client will have sole discretion to share or not share feedback, assessments and any other information related to the coaching process. This is essential to building the trust needed for an effective working relationship between the Client and the Coach. The Coach will encourage the Client to be open with his/her supervisor and/or other key staff within their organization, as appropriate, regarding progress.

Agreement signed by:

Sponsor/Organization Date

Client Date

Coach Date