

**MAYNOOTH UNIVERSITY COACHING AGREEMENT**

It is important at the start of the coaching relationship that both parties appreciate each other’s understanding of what they expect from it and how they anticipate it will proceed. The Coaching Agreement helps each party clarify and agree their responsibilities and role in the coaching relationship. This should be completed after they meet for the first time. The agreement should be signed by both the Coach and the Coachee and retained by both for future reference for the period of the coaching relationship.

The format of the coaching agreement can be adapted to your individual needs. The agreement should be completed by the Coachee as this increases ownership of the mentoring process and agreed goals. The Coach and Coachee should each have a signed copy.

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| **Responsibilities/Expectations** | e.g. We are both committed to developing a productive, confidential and honest relationship. |
| **Ground rules that we will adhere to so that the process works best for both of us** | e.g. Always be on time, no interruptions/phones off. |
| **Meeting logistics** (where, when, how often)  | e.g. Who will arrange the room bookings? What are the arrangements for cancellations? |
| **Boundaries of the relationship and confidentiality** (refer to the Coaching principles) |  |
| **Specific goals for the Coachee** |  |
| **Success outcomes/indicators** |  |
| **Review of the coaching relationship** (what will we do if things are not going well/the relationship is not working out?) |  |

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| **Coach: Date:** |
| **Coachee: Date:** |