

## ***UNTHSC Coaching Agreement***

Please review, sign where indicated, scan, and email to [OSP@unthsc.edu](mailto:OSP@unthsc.edu).

PARTICIPANT: \_\_\_\_\_ COACH: \_\_\_\_\_

TERM: \_\_\_\_ sessions (number of sessions) from \_\_\_\_\_ to \_\_\_\_\_ (date range)

### **COACHING OBJECTIVES:**

1. Identify participant strengths and opportunities for improvement.
2. Identify and achieve participant's goals.
3. With participant engagement in the process, achieve measurable improvement in specific behaviors.
4. Create of a plan focused on the long-term development of the participant.

### **PARTICIPANT:**

1. I understand and agree that I am fully responsible for my physical, mental and emotional well-being during coaching sessions, including my choices and decisions.
2. I understand that I am always free to reject advice, suggestions, or requests made by my coach.
3. I am aware that I can choose to discontinue coaching at any time by notifying my coach.
4. I understand that "coaching" is a professional relationship I have with my coach that is designed to facilitate the creation/development of professional goals and to develop and carry out a strategy/plan for achieving those goals.
5. I understand that this arrangement is not a replacement for on-going performance discussions and coaching with my supervisor.
6. I understand that my coach is not a trained psychotherapist and will not be acting in the role of counselor, hypnotherapist or psychotherapist during our coaching sessions. I further understand that coaching does not take the place of psychotherapy.
7. I understand that coaching is not to be used in lieu of professional advice for psychological, legal, financial, medical, tax, or other matters normally handled by other professionals.
8. I give my coach permission to be honest, direct, supportive, and to challenge me.
9. I understand that specific information I share during coaching sessions will be held confidential by my coach unless I state otherwise, in writing, except as required by law or UNTHSC policy.
10. I understand that, while it is not the coach's role to share from their past experiences (mentoring), coaches sometimes share information to assist participants in moving forward. With this, I will hold information shared by my coach during coaching sessions confidential unless the coach states otherwise, in writing, except as required by law or UNTHSC policy.
11. I further understand that while specific information from coaching sessions will be held confidential, I may share general themes from coaching sessions with my supervisor. Also, I may share general themes from coaching sessions with the Office of Strategy and Performance for program improvement purposes.
12. I will come prepared to each session with topics and outcomes for coaching.
13. I agree to give 24 hours' notice for any cancellations or missed sessions.
14. I will arrive at each coaching session on time.
15. I have read and agree to the above.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

### **COACH:**

1. I will foster an environment of mutual respect with the participant.
2. I will respect the participant's autonomy to make their own decisions.
3. I will be honest, direct, supportive, and willing to challenge.
4. I understand that my role is to create a space for the participant to do their best thinking.
5. I will remain curious in my coaching conversations with the participant.
6. I understand that my role is not to provide advice, but rather tap into the potential of the participant.
7. I understand that the participant is always free to reject advice, suggestions, or requests made by me, the coach.
8. I am aware that I can choose to discontinue coaching at any time by notifying the participant.
9. I understand that "coaching" is a professional relationship I have with the participant that is designed to facilitate the creation/development of professional goals and to develop and carry out a strategy/plan for achieving those goals.
10. I will hold information shared during coaching sessions confidential unless the participant states otherwise, in writing, except as required by law or UNTHSC policy.
11. I understand that, while it is not my role as a coach to share from my past experiences (mentoring), I may sometimes share information to assist participants in moving forward. I understand that specific information I share during coaching sessions will be held confidential by the participant unless I state otherwise, in writing, except as required by law or UNTHSC policy.
12. I further understand that while specific information from coaching sessions will be held confidential, the participant may share general themes from coaching sessions with the his/her supervisor. Also, I may share general themes from coaching sessions with the Office of Strategy and Performance for program improvement purposes.
13. I agree to give 24 hours' notice for any cancellations or missed sessions.
14. I will arrive at each coaching session on time.
15. I have read and agree to the above.

\_\_\_\_\_  
Coach Signature

\_\_\_\_\_  
Date

Adapted from:

<http://coachfederation.org/members/tools.cfm?ItemNumber=1776>  
<http://www.icfcolorado.org/assets/documents/Sample%20Coaching%20Agreement.pdf>  
[www.sladeresearch.com/wp-content/.../07/Sample-Career-Coaching-Agreement.doc](http://www.sladeresearch.com/wp-content/.../07/Sample-Career-Coaching-Agreement.doc)