



**Towercourt Training Solutions Ltd**  
**Course: Coaching Skills**

## **Template for Coaching Contract**

This agreement is made between ([coachee name](#)) and ([coach name](#)) for a number of coaching sessions.

### **The coaching relationship**

The purpose of the coaching relationship is to support the coachee to achieve their goals. The coach and coachee will first come to an agreement about the nature of coaching. Either party may exit the coaching relationship without giving any reason, subject to appropriate notice being given.

### **Coachee's responsibilities**

To attend coaching sessions as agreed and to select topics for discussion.  
To set and pursue meaningful goals.

### **Coach's responsibilities**

To manage the coaching process (including timekeeping).  
To maintain confidentiality (subject to certain exemptions i.e. disclosure of criminal activities).

### **Number of sessions**

The coachee and coach will meet for ([number](#)) sessions, each lasting for no longer than ([length of time](#)). Agreed boundaries for contact outside the agreed sessions.

### **Rescheduling coaching sessions**

Coaching sessions can be rescheduled by either the coachee or the coach with ([number of days](#)) notice.

### **Style of coaching**

Style of coaching (directive or non-directive). Permission to challenge or use silences.  
Note taking and log completion arrangements agreed.

This coaching contract should be signed by both the parties. It should be referenced at the start of each coaching conversation.

### **Coachee**

Signature:.....Date:.....

### **Coach**

Signature:.....Date:.....