Agreements in Coaching

Written agreements can be a powerful asset-based coaching technique. They help both the coach and the “coachee” clearly describe their expectations of one another and help both parties to be clear about goals and actions.

You can develop overall agreements with customers that describe your overall plan for working together, as well as individual agreements for particular goals or activities.

Below is sample language that you can adapt for developing your own coaching agreements.

**An Overall Coaching Agreement**

*Use this type of agreement when you first discuss the coaching relationship with your customer.*

As your coach, I want to help you grow, change, develop and achieve your career and life goals. While I will challenge you to live out your values and reach your potential, our relationship starts with your agenda, your values, and your initiative. You are responsible for your life and you make the choices about what actions to take and what we work on together. I will make suggestions and provide support, but in the end it’s your life and your decisions.

As your coach, I’ll provide support, accountability, perspective and resources for your goals. We’ll create a growth plan together, including regular homework and action steps which you are committed to carry out. Most of our interactions will center around these assignments, so if you haven’t followed through, then I may choose to cancel or re-schedule individual sessions.

*You may want to insert language in here around when you will meet, for how long, and a statement about confidentiality. It can also make sense to have a section where you record any expectations or needs your customer articulates so that the agreement includes the needs of both parties. For example, you might include language around other people to be involved in the coaching process (such as parents or caregivers) and any other needs. . You would then have space for signatures and dates and give a copy to the customer.*

**A “Making Progress” Agreement**

*Use this type of agreement to document what will be done between individual sessions.*

Today I promise to take a big step forward to improve my life. Between now and our next meeting I will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

These actions will help me accomplish my goal of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The benefits to me of doing this will be\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My career coach agrees to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My career team can help by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We agree to work together to make this important step as successful as possible.

*The agreement should then be signed and dated by both parties.*

*This document can serve as a “to do” list for both parties, as well as a way of measuring progress at the next session.*