**COACHING SERVICES AGREEMENT**

**Coach Details:**

Name:

Tel/Mobile:

E-mail:

**Coachee details:**

Name:

Tel/Mobile:

LSE E-mail:

**Coachee’s Manager:**

Name:

Tel/Mobile:

LSE E-mail:

**What is Coaching?:** Coaching is a partnership (a designed alliance) between the Coach and the Coachee. It is a thought-provoking and creative process that inspires the Coachee to maximize their personal and professional potential. It is designed to facilitate the creation/development of professional goals and to develop and carry out a strategy or plan for achieving those goals. It is different to mentoring, counselling or training, and the ICC has a useful guide on what coaching is and is not: [What is Coaching?](https://internationalcoachingcommunity.com/what-is-coaching/)

**1.The Coaching Relationship**

To have an effective coaching partnership, and gain the maximum positive impact, the Coachee must ensure that:

* They commit to being open and honest with the Coach, and to optimising the use of the coaching sessions.
* They recognise that change may take place outside of their comfort zone, and are willing to try new ways of learning, keep to their coaching commitments, and inform their coach immediately if and when things are not working for them.
* They understand that the Coach will be focused on them, their goals, and their best interests.

* They are willing to provide feedback to the Coach on their coaching experience and progress, and their coaching practice.

**2. Please list your key themes/goals for coaching:**

**3. Conﬁdentiality and Safeguarding**

The coaching service is conﬁdential between the Coach and the Coachee except in the following instances:

* If it has been agreed in advance that the progress of the sessions will be discussed by the Cochee’s line manager and Coach.
* If the Coachee gives the Coach permission, and asks them to share information with others.
* If the Coachee gives the Coach information which is a safeguarding concern for themselves or others. In which case the [LSE’s Safeguarding policy](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/safPol.pdf) will be observed.

**However, we encourage the sharing of:**

* **Coaching themes-** we encourage developmental themesto be fed back to Organisational Learning & Development **(OL**) as part of the evaluation process**.** This information may help form the basis of an analysis of learning themes that will help OL to shape our overall training and professional development offer.
* **Feedback-** We also ask that coachees to provide feedback of the coaching partnership to their managers and to OL, on how they feel they are progressing. Feedback can we shared via email to **hr.learning@lse.ac.uk****.**

**4. Number of Coaching Sessions:**

Coachees are entitled to 4 to 6 sessions (in addition to the initial ‘chemistry’/set-up meeting), delivered face to face or online (or a combination). With the prior agreement of OL, the number of sessions may be extended. It is the responsibility of the Coachee to discuss this option with OL and their Manager.

**5. Frequency and medium of Coaching:**

* Coachees are responsible for booking any LSE meeting rooms or making arrangements for off-site meetings, refreshments and the cost of these.
* Sessions will start and finish on time; the coach and coachee will be fully prepared ahead of the meeting.
* The session will end with agreed actions on both sides, and the date for the next meeting will be reconfirmed/ reconfirmed.

**6. Cancellations/rescheduling:**

If the Coach or Coachee wish to change the date/time of a session, they are to inform the other as soon as possible and a minimum of two working days before the scheduled session. In the event of emergency, please notify the Coach/Coachee as soon as possible.

**7. Ending the Coaching relationship:**

Should the Coach or Coachee choose to end the Coaching partnership before the agreed number of sessions have taken place, they should contact Organisational Learning and Development as soon as possible to flag any issues or concerns. If appropriate, an alternative coach will be offered to the Coachee.

All parties commit to honouring this Coaching Services Agreement and communicate honestly about any problems arising in doing so.

**I confirm I have read and understood this agreement and agree with the conditions laid by it:**

**Signatures:**

**Coachee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Line Manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Coach:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

