

COACHING CODE

In entering into the coaching process Gill undertakes that she will;

- Work with you to identify and achieve your personal and professional goals, be ready to coach you at the agreed times and;
 - Listen and focus their thoughts and energy on you
 - Understand and believe in you
 - Be committed to and acknowledge your success
 - Challenge you and offer diverse perspectives
 - Make requests of you to take action
- Treat the content of the coaching sessions as confidential except as authorised by you or as required by law and leave with you the responsibility for disclosing this to your coaching sponsor and line manager as you see fit.
- Limit comment on this coaching engagement to your line manager to an assessment of your level of engagement with this process and adherence to this agreement.
- Keep confidential any notes taken during the sessions and not to share these with others unless you expressly agree.
- Give you at least 48 hour's notice should the need arise to reschedule a coaching session, and only to do this in extremis.
- Treat coaching sessions as protected space and not allow intrusion from other priorities.
- Recommend that you attend to any issues that come up for you that cannot be handled within the coaching relationship and should be handled by a counsellor, licensed therapist or doctor by asking you to contact the appropriate professional.

In return the individual working with Gill agrees to;

- Provide more than 48 hour's notice if you have to reschedule your sessions for any reason, and understand that rescheduling at this short notice may not be easy.
- Treat coaching sessions as protected space, and do not allow intrusion from day to day work priorities, and book a meeting room to ensure that the session is not interrupted and cannot be overheard.
- Give the coach permission to;
 - Challenge you to powerful questions
 - Request you to take action when you've identified something that is important to you.
 - Hold you accountable for actions you commit to.
 - Provide questions and actions for you to think about or carry out between sessions.
- Recognise that anything less than your full participation will not lead to your success and that you accept full responsibility for yourself and any actions that might result from the coaching.
- Recognise that the Coach cannot guarantee results, as it is you who will create these results by having the courage and determination to move forward.
- Share what s/he knows about her/his own motivation, values and what is important to her/him
- Co-design a way of working that supports her/him
- Ask for changes when something doesn't work for her/him
- Accept that the formal objectives agreed for this coaching programme are shared with your coaching sponsor and line manager, and you are prepared to deliver feedback on the extent to which these objectives have been met to them at the end of the programme as part of a three way final review session.
- Provide feedback at the end of the programme.
- Understand that the coach is not a psychotherapist or a doctor, and that if any issues come up for you that should be handled by a licensed therapist or a doctor or other professional the Coach will recommend that you contact the appropriate professional.