

Coaching at Carleton Internal Coaching Agreement

As your Coaching at Carleton coach, I agree to:

- Meet with you as mutually scheduled
- E-mail or call you 24 hours in advance if I need to miss or reschedule an appointment
- Hold your agenda for the coaching
- Hold you accountable for what you say you want to accomplish
- Support your coaching goals by listening to you without judgment and speaking honestly
- Ask thought-provoking questions
- Provide ongoing support and champion new behaviors and actions
- Refer you to services and resources that may help you
- Maintain confidentiality at all times, except when there is evidence of real or imminent harm to myself or others, and/or in the event that my actions violate any law of the Province of Ontario.
- Adhere to the ICF Code of Ethics throughout our coaching relationship (<https://coachfederation.org/about/ethics.aspx?ItemNumber=854>).

I will work collaboratively with you and support you in identifying and achieving personal and career-related goals.

Coach Name: _____ Date: _____

Coach Signature: _____

As the coachee, I agree to:

- Meet with you as mutually scheduled
- E-mail or call you 24 hours in advance if I need to miss or reschedule an appointment
- Set the agenda for the coaching
- Commit to our coaching relationship
- Provide my full attention and speak honestly
- Take responsibility for what I want to get out of the coaching
- Come to each session prepared to talk about what I want coaching in
- Let you know if the coaching isn't working and how I would like to be supported differently
- If the coach ever says or does something during coaching sessions that upsets me or doesn't feel right, I will address the issue with the coach.

I am aware that this coaching relationship is not psychological counselling or psychotherapy, and I know that I am responsible for myself in this coaching relationship, and for creating my own results. The University and Coach cannot be held responsible for the failure of the coaching process to achieve or meet my particular goals or results.

Coachee Name: _____ Date: _____

Coachee Signature: _____