

UN Coaching Programme

Designing a Coaching Agreement

A Coaching Agreement is the foundation on which a coaching relationship is built. Whether you are having a one-time coaching conversation or an ongoing coaching relationship, designing an agreement has benefits and upholds the integrity of the coaching process.

WHY Design a Coaching Agreement?

Safety/Trust

Clients need to trust their coach and feel psychologically safe in the coaching relationship, meaning free to express themselves without worry that what they say will be shared with others.

Clarity of Purpose and Roles

Clients and coaches need to agree on the purpose of the coaching sessions and the roles that each will play in the process.

Accountability

Coaching works well when there is accountability for planned actions discussed in sessions. Both client and coach have roles in ensuring accountability.

WHAT a Coaching Agreement includes:

Confidentiality – laying out the parameters for how you will keep the content of sessions to yourself and will not share any part of the discussions with anyone else.

Consent – defining how coaching works and securing agreement on the questioning process involved.

Co-Responsibility – discuss the shared responsibility that you and the client have for what happens in the relationship.

Culture/Rank Differences – it is important to acknowledge the possible effects that a client's and coach's cultures and ranks in the Organization could have on the relationship.

Sample statements/questions

Here are some sample statements and questions that you can use when talking to clients.

Confidentiality

Everything we discuss here will be held in strict confidentiality. Nothing you say or share with me will be shared outside of this conversation.

Exceptions: If the client is in danger of harming themselves or another person. If the client reveals prohibited conduct or fraudulent acts in the coaching conversation.

Consent

Acknowledge coaching as distinct from other types of relating. Define roles.

May I ask you some coaching questions?

Would you like some coaching on (topic)?

Co-Responsibility

As Coach and Client, we share the responsibility for what happens in our coaching relationship, although the coaching process is driven by you, the client.

Agree to redesign as needed.

Culture/Rank Differences

Acknowledge culture and rank differences between coach and client.

How can we create from these differences?

What might you need in order to bring your full self to this conversation/coaching relationship?

If I ever say or do anything that makes you uncomfortable or doesn't resonate for you, will you let me know?