

Coaching Roles and Responsibilities

Purpose of this Document

This document serves as a supplement to the **Coaching Agreement**, providing a clear definition of the roles, responsibilities and expectations of all parties involved. With the aim of promoting clarity, mutual respect and effective collaboration throughout the coaching engagement.

Coach's Responsibilities

Coach agrees to:

- Keep all conversations confidential.
- Work with coachee to prioritize and develop a plan that includes goals, actions and timeframes.
- Ask powerful questions to support identifying options, possibilities, strategies and solutions.
- Provide encouragement, reinforcement and support.
- Increase awareness and resourcefulness associated with implementing coachee plan.
- Engage into recognizing and overcoming obstacles and barriers to success.
- Provide ongoing support, focus, alternatives, constructive feedback and clarity.

Coachee's Responsibilities

Coachee agrees to:

- Take responsibility for their own growth and learning and for choices that may result from working together.
- Define meaningful goals, skills or behaviors that will help advance professional success.
- Identify skills, behaviors and goals for improvement.
- Share their goals and action with others as appropriate.
- Try new behaviors, even if uncomfortable.
- Practice and rehearse with coach the key interactions associated with implementing their plan.
- Be willing to ask for help at any time.
- Use their coach as an outside resource for development.
- Give ongoing feedback about progress, satisfaction or dissatisfaction with the process and results.
- Take action that moves them forward.
- Be prepared and on time for sessions.

No two coaches or coaching programs are the same. The coaching is individualized based on who the coachee is and the agenda the coachee is initiating throughout the engagement.