

# Coaching Agreement

DAS Workforce Development – Internal Coaching Services

This agreement outlines mutual expectations for a coaching partnership within internal resources to the state. Coaching client or coachee is also defined as “you” within this document. This agreement is to be completed by the coachee and submitted to the coach prior to coaching engagement. The accompanying document to this agreement is ***Coaching Roles and Responsibilities***.

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Coaching is agreed to for a period of \_\_\_\_\_ months with \_\_\_\_\_ sessions per month.  
Agreement is effective \_\_\_\_\_.

**Purpose of Coaching.** Coachee sets the agenda for coaching conversations. As your coach, and throughout our working partnership, you can count on your coach to be honest and straightforward, to ask clarifying questions and to make empowering requests. The purpose of the coaching partnership is to provide a relationship environment where you, the coaching client, are supported to stay focused on your desired outcomes, to maintain clarity in your goals and make focused choices, and to stay in action that is oriented toward outcomes you desire. As a coachee, it is expected that you will evaluate your own progress and be proactive in the goals you have defined. Coaching is most successful when you own the process and outcomes.

Sessions are typically one hour in length and may be held by \_\_\_\_\_. Options include but not limited to; telephone, virtual or in-person. Session lengths and scheduling will always be mutually designed and agreed upon by both parties. All telephone calls will be placed by the coachee at the pre-scheduled times. If you are late or miss a session, lost time cannot be made up, however, efforts will be made to accommodate your schedule.

Coaching is not advice, consulting, therapy or counseling. Coaching may address specific personal projects, life balance, organizational goals or general conditions in your personal and professional life. Other coaching activities may include values clarification, brainstorming, personal strategic planning, managing change, identifying purpose and vision or examination of various modes of operating in life.

**Fees.** There are no fees for DAS Workforce Development one-on-one internal coaching services.

**International Coaching Federation (ICF) Code of Ethics.** ICF credentialed coaches and coaches who have been certified by an ICF recognized program are bound by the [ICF Code of Ethics](#) that safeguard your confidentiality. Some exceptions arise where this can no longer be maintained (i.e. illegal activity, imminent or likely risk of danger to self or others, or pursuant to a valid court order or subpoena).

**Confidentiality.** The coach agrees to keep all information strictly confidential, except in those situations where such confidentiality would violate the law or health of the client, where permission has been granted, and with respect to tracking names, hours coached and contact information where

necessary for coaching certification or continuing education hours. The coach will not release any identifying information about the coaching client without your express permission, with two exceptions: 1) for the purposes of advancing in professional credentialing, where a coach may identify to an accrediting body the number of hours, and the beginning and ending dates of the coaching engagement. The accrediting body may wish to contact the coachee to verify this information. Nothing about the actual work done together will be disclosed. 2) DAS Workforce Development will collect data for a high-level reporting on the coaching engagements to review coaching services for the greater enterprise. Examples of data collected include: dates and duration of the coaching engagement, type of coaching service, agency home, position classification and coachee satisfaction feedback score upon concluding services. Ideally, this dynamic will be discussed at the onset of the coaching engagement.

**Session cancellation procedures.** Please be on time for appointments. If either party needs to cancel a session for illness, travel or emergency, each will make every effort to give the other adequate advance notice.

**Termination of coaching.** The option is always open for either coachee or coach to redefine or discontinue the coaching arrangement. Either of us may end the coaching relationship at any time with one week's notice.

**Coaching closeout.** As the coaching engagement concludes, the coach will provide a detailed closeout questionnaire. In addition, DAS Workforce Development will connect with the coaching client to survey the satisfaction of services received.

**Hold harmless.** Coach and DAS Workforce Development do not bear responsibility for any consequence and in no event shall be liable for any direct, indirect, incidental, special or consequential damages relating directly or indirectly to any action or inaction that you take based on the services offered, information provided or other material obtained through our coaching.

By signing below, you agree to the terms described above, to regard our session timeframes with respect, and to keep the coach informed as to what is needed to have a successful coaching experience.

Our signatures on this agreement indicate full understanding of, and agreement with, the information and conditions outlined above and accompanying document ***Coaching Roles and Responsibilities***.

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COACHING CLIENT/COACHEE

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Date

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COACH

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Date