

Coaching Agreement

Coach: _____

Client: _____

Coaching will begin on _____ and will end on _____

The Work Plan

- The work plan will be created by the coach and client and will be finalized by _____.
- The coach will reflect monthly on our work plan. This reflection will be shared with the coach's manager. (Documents written by the coach are only shared with the coach's manager *if* that manager is not *also* the client's supervisor.)
- A separate document, the coach's monthly report, will be completed by the coach, approved by the client, and shared with the client's supervisor every month.
- We will review our work plan midway through our work together on _____. The coach will write a reflection on this work and will share it with his or her manager.
- We will reflect on our work plan at the end of our designated time together. The coach will write a reflection on this work and will share it with his or her manager.

Meeting Logistics

- We will meet for ___ hours per month.
- Our meetings will take place on _____, from _____ to _____.
- The location for our meetings will be _____.
- Our time will be documented on the coaching log, which can be shared with our supervisors or kept on an online platform that our supervisors can view.
- If one of us has to cancel a meeting, whenever possible we will give the other person at least twenty-four hours' notice. We also recognize that unexpected things come up and that sometimes we are forced to cancel without notice.

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- If the coach cancels a meeting, he or she will make every possible effort to reschedule as soon as possible.
- If the client cancels a meeting, the coach will make an effort to reschedule, but cannot always promise that this will happen due to his or her other commitments.
- If cancelations become a pattern, the coach and client agree to review the coaching agreement.

Feedback

- The coach welcomes feedback from the client at any time. The client is encouraged to share feedback.
- The coach will ask the client for formal feedback midway through the coaching contract and at the end of working together. If possible, the coach will also provide an online link for an anonymous survey on his or her services.

We agree to work together under the above-described conditions. We understand that doing so will increase the likelihood of serving children and transforming our schools.

Coach signature _____

Client signature _____

Date _____