

Deborah Fitzsimmons MLoL, BA (Hons) QTS, MEd, PQH NI

20+ Years' Experience in the Education Sector

Approved Business Coach/Mentor. Certified Foresight Mindset Facilitator

Approved Leadership Performance Coach, BPN. ILM Level 5 Diploma in Effective Coaching & Mentoring



Coaching Agreement

SECTION 1 Client:

This agreement, between Deborah Fitzsimmons and the above-named client will commence on and end ...

SECTION 2 Services

Deborah specialises in coaching and mentoring educators and anyone employed or self-employed in the education sector. Through her coaching programmes, Deborah provides support to help individuals navigate their options, make positive changes and take the steps required to achieve personal and organisational ambitions. The services will be provided by the coach to the client via ... as per an agreed schedule. Individual Coaching Sessions will last approximately fifty minutes to one hour and group sessions one and a half to two hours (depending on programme).

Throughout the working relationship, the coach will engage in direct and personal conversations. Successful coaching/mentoring requires a co-active collaborative approach between the client and coach. In the coaching relationship, the coach plays the role of a facilitator of change, but it is the client's responsibility to enact or bring about the change. Coaching logs will be submitted to clients following every session. If the client believes the coaching is not working as desired, the client will communicate this and all parties will take action to return the efficacy of the coaching relationship.

SECTION 3 Privacy

The client can, at any point in the coaching session, declare a preference not to discuss a specific issue, by simply stating that they would rather not discuss the issue. The coach agrees to respect this boundary and will not attempt to forward the conversation further along these lines.

SECTION 4 Confidentiality

The coach will work within professional ethics and guidelines as designated by the International Coaching Federation (see www.coachfederation.org). Copies of ethical guidelines are available on the website. All information about the coach relationship will remain strictly confidential, with the following exceptions: where the coach is working directly with an organisation/school or college and the client has agreed to share summary client meeting records with a line manager (agreed by all concerned in a written statement - see SECTION 7). Finally, there are very exceptional, rare circumstances where it is decreed by law i.e., court request or relate to circumstances such as intent to seriously harm someone, child abuse etc. Otherwise, all information is confidential. In some situations, there is a risk in using certain media such as the internet and mobile phones. If you use these to communicate with me, then I will assume that it is appropriate to continue to do so in my interactions with you.

SECTION 5 Fees

XXX (see 1-1 Coaching Booking Page, Coaching Programme fees)

SECTION 6 Termination

The coach and client agree to provide each other with two weeks' notice in the event that it is desired to terminate coaching. Otherwise, the coaching will continue for the duration of the contracted period.

SECTION 7 Applies Only to School/Organisation Coordinated Coaching Programmes

*** to be completed by individual participants:**

If the school or organisation has directly arranged, paid for and facilitated coaching sessions to support teachers/employees in the education sector, there must be a clear agreement between line managers and the individual with regards to the information GO2Educate is permitted to share on private coaching sessions. Please complete the section below to confirm the arrangements.

I agree that I am happy for you to share the following information with my line manager/school or organisation (please circle):

- (1) Coaching Log Records *details recorded focus specifically on goals only. All other personal discussions will remain confidential. A record will be shared with the individual for confirmation they are happy with this before emailing a copy to the Principal/Line Manager Yes/No
- (2) School/Organisation has agreed sharing of documentation is not necessary Yes/No

Our signatures on this agreement indicate full understanding of and agreement of the information outlined above. I very much look forward to working with you.

Client's Name:

Date:

Signature:

Coach/Mentor Signature:

Date:

On completion of coaching and mentoring programme, you will be asked to complete a short evaluation sheet (required as part of ILM ethics practices). Summary comments may be used anonymously on GO2Educate website. LINKEDIN Recommendations are also always most welcome.