



## Coaching and Mentoring Agreement

### 1. The parties

This agreement is made following the introductory meeting between:

	Name	Signature
* Coach / *Mentor		
* Coachee / *Mentee		

\* delete as necessary

The agreement is based upon the following principles:

### 2. What coaching/mentoring will offer

An opportunity to reflect upon, discuss, explore, draw conclusions and find solutions to issues facing the coachee/mentee. The coach/mentor will be a thinking partner for the coachee/mentee, actively listening and offering a range of approaches to facilitate the coachee/mentee to reach their own conclusions and develop actions going forward to make positive changes

### 3. How we will work best together

- Person-centred - to work with the coachee's/mentee's needs at all times
- Non-judgmental - the coach/mentor will not make judgements on discussions with the coachee/mentee thereby providing an open and supportive environment for the discussions
- Empathy - the coach/mentor will be empathetic in the sessions
- Congruence - both parties agree to open and honest discussions within the relationship
- Listening - the coach/mentor will actively listen to the coachee/mentee within the coaching/mentoring sessions
- Challenge - offering an agreed level of challenge within each coaching/mentoring session, encouraging thought on different perspectives and facilitating the coachee/mentee to consider alternative approaches to the issues discussed
- Support - as a balance to challenge the coach/mentor will support the coachee/mentee to build awareness of their areas of strength and personal growth

- Structure and Outcomes - the coach/mentor will frame the coaching/mentoring relationship around the coachee's/mentee's desired outcomes, clarifying and reflecting throughout each discussion.
- Objective - the coach/mentor will provide an objective, external perspective to the coaching/mentoring relationship

#### **4. Ethics and Conduct**

The coach/mentor practices in line with the expectations of professional coaching/mentoring conduct. This includes accessing regular supervision in line with good coaching/mentoring practice

#### **5. Confidentiality**

All coaching and mentoring sessions, including online conversations, will be conducted in confidence. This confidence will be maintained and applied to any and all interactions and records, except in the following circumstances:

- Where the coachee/mentee gives consent for the confidence to be broken
- Where confidentiality cannot be maintained; for example, where there is illegal activity or a possibility of harm to self or others. In these situations, the coach/mentor would discuss the implications of this information with the coachee/mentee before breaking confidence

#### **6. Logistics**

- The agreement consists of up to 6 coaching/mentoring sessions over an agreed time period
- The sessions will be up to 60 minutes
- The coaching/mentoring relationship may be reviewed at any time by either party
- Coaching/mentoring will take place online using a mutually agreed platform
- The coach/mentor will ask the coachee/mentee for feedback at the end of the set of coaching/mentoring sessions to contribute to their own learning and development as a coach/mentor

#### **7. Cancellation of sessions**

Both parties agree to give each other maximum notice of unavoidable cancellation of sessions and will seek to re-arrange as soon as possible

#### **8. Liability and Insurance**

In light of the fact that no charge is made by the Company of Nurses or the coach/mentor to the coachee/mentee for any services provided, neither the Company of Nurses nor the coach/mentor shall be liable to the coachee/mentee, or any other person, firm or company for any loss or damage purportedly suffered as a result of this arrangement, whether or not it is direct, indirect or consequential

Both parties acknowledge, agree and understand that the arrangement outlined above is intended as an agreement of best practice