This is an agreement for coaching/mentoring between ………………… (Coach/Mentor) and ….. (Client) commencing xx/xx/20xx and anticipated to be in place for XX months. This agreement will apply to a minimum of XX sessions

In line with EMCC Terminology the coachee/mentee will be referred to as client, and coaching/mentoring will be referred to as professional work

The EMCC Code of Ethics can be accessed here: [Global\_Code\_of\_Ethics\_EN\_v3.pdf (emccuk.org)](https://emccuk.org/Common/Uploaded%20files/Policies/Global_Code_of_Ethics_EN_v3.pdf)

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| **Clients Anticipated outcomes/goals** (aim to identify a maximum of 3 goals, but also identify the most important goal for the client. These can be reviewed at any point in the relationship, but should be reviewed at re-contracting) |
| **1. Confidentiality and trust:** We will respect each other‘s confidentiality in line with EMCC Code of Ethics throughout the relationship, and after closure of the relationship, except circumstances such as:   * Illegal activity * NHS/Organisational values are being undermined * Situations are identified where one or more individuals are putting themselves or others at risk   Where virtual sessions for professional practice take place, it is agreed that calls will take place in an environment which maintains privacy and confidentiality for all parties. This should include awareness of others within the work or personal environment including visible displays, other conversations etc.  **2. Record Keeping:** The coach/mentor will ensure that all files and records of the professional practice will be stored and disposed of in accordance with current GDPR and Information Governance policy in place at the time. Unless previously agreed with the client, no records will be shared with third parties.  **3. Commitments:** There is mutual agreement that all reasonable steps to ensure that the relationship is successful will be taken, and the outcomes identified can be achieved. This includes identifying dates and times for sessions, agreeing format and venues of sessions (virtual, hybrid or in-person). This includes that the use of cameras and platforms is mutually agreed.  It is accepted that identified outcomes can shift, and as such the relationship will be subject to re-contracting after ***XX*** sessions. Coach/Mentor and client share equal commitment towards open discussion of the process and relationship; either party may opt to close the relationship early. This could be influenced by   * Identified conflict of interest * Coach/Mentor identifying that their skill set is not appropriate to meet the client needs * Coach/Mentor identifying that a differing process of support would be appropriate for the client * Client identifying that the relationship is not effectively meeting their needs or outcomes   **4. Ownership and Influence**: Achieving identified outcomes requires commitment and personal ownership of success. During sessions, clients can expect to have their coach’s attention and support while being mindful that the aim of professional practice is not to give solutions or directive responses. Through curious questioning the aim is to help the client make informed choices and identify the next steps toward personal measures of success. The coach/mentor will not in any way use their position of influence to take advantage of you, unduly influence decisions or outcomes, and will always act in your best interests.  **5.Undue Factors:** We acknowledge that the following factors may influence success of the relationship, and aim to minimise impact :  Coach/Mentor signature Client signature Date  ……………………. …………………………. …………………………. |
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