

TOOL

Coaching Agreement



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Coaching Agreement

Purpose

This tool supports coaches and clients in establishing clear expectations, roles, and structures for their work together. A coaching agreement builds trust, ensures alignment, and creates the conditions for effective, focused coaching over time.

When to Use

Use this tool at the beginning of a coaching relationship to define how you will work together. It can also be revisited when challenges arise, when patterns such as cancellations or misalignment occur, or when goals and expectations are refined.

How to Use It

Review and complete this agreement collaboratively with your client. Clarify expectations related to the work plan, meeting logistics, communication, and feedback. Ensure that both coach and client understand their roles and responsibilities, and that agreements feel realistic and mutually supportive. Use this document as a living reference—return to it periodically to reflect on progress, address challenges, and make adjustments as needed.

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 their 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 their 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 24 hours' notice. We also recognize that unexpected things come up and that sometimes we are forced to cancel without notice.
- If the coach cancels a meeting, they 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 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 their 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 _____

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