



www.theopenspacecoach.com
greg.hopton@email.com

This is a contract template, provided to give an example of what a coaching contract looks like

Preamble

As the client, you are *the thinker*, and I, as coach, am here to facilitate this.

At The Open Space, we believe that human potential and resourcefulness are naturally occurring: With the right support, people have the ability to learn, resolve and grow the things that matter to them by themselves. So, in this contract, we prefer the term “thinker” instead of “coachee”.

Details & Format.

This agreement is between (*Name of Thinker*) who is the client, from here referred to as ‘the thinker’, and Greg Hopton of The Open Space, from here referred to as the Coach.

The Sessions will commence on (date/a date to be agreed)

There will be (number of sessions) X (length of sessions) over a period of (period of package) – ***this sentence can be written to make a provisional agreement of sessions and timescales.***

These sessions will be (video call, phone call, face to face, outside, mix of) – ***this can also be written provisionally, you may change your mind as we move forward.***

About Coaching

Coaching is a collaborative, solution focussed, results-oriented and systematic process in which the coach facilitates the enhancement of work performance, self-directed learning and personal and professional growth of the *thinker*.

Throughout the working relationship, the coach will engage in direct, personal and often challenging conversations. The *thinker* understands that successful coaching requires an active collaborative approach between thinker and coach.

The coach plays the role of a facilitator of change while it is the thinker’s responsibility to enact change.

Coaching is not therapy and, thus, does not aim to treat psychological problems. The *thinker* agrees to disclose details of past or present psychological or psychiatric treatment. If such issues become salient during the coaching

relationship, the coach may recommend referral to an appropriate and qualified specialist.

As a coach, I will:

- be clear with you about the coaching relationship, including any expectations
- be prepared for each coaching session
- come to each coaching session promptly at the agreed time
- maintain complete confidentiality, within the limits of the law, unless you give me explicit permission to share particular issues with others
- represent myself to you with honesty and integrity and will refer you to another profession if I am not within my area of expertise or comfort.

As a *thinker*, I will:

- thoughtfully prepare for each coaching session
- come to each coaching session promptly at the agreed time
- seek to complete any between-sessions action steps
- be honest and forthright in my discussions
- receive, accept and act on feedback
- raise, and frankly discuss, any issues that relate to the goals we are working on.

If a session needs to be rescheduled for any reason (either by the coach or the *thinker*), a minimum of 48 hours' notice is required.

Privacy

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

Confidentiality

The coach will work within the professional ethics and guidelines as described the EMCC's Code of Ethics. Copies of the ethical guidelines are attached to this document. All information about the coach / thinker relationship will remain strictly confidential except in very rare circumstances. Exceptions to

confidentiality of course relate to circumstances such as risk or a criminal offence. Otherwise, all information is confidential.

If you wish for me as your coach to speak to someone outside our interactions, then you need to give me written permission (original letter or email) to do so.

Termination

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

Our signatures on this agreement indicate full understanding of and agreement with the information outlined above.

Client and Thinker

Date

Greg Hopton
The Open Space Coach

Date

European Mentoring & Coaching Council Ethical Code

Introduction

The European Mentoring and Coaching Council (EMCC) has been established to promote best practice and ensure that the highest possible standards are maintained in the coach/mentoring relationship, whatever form that might take, so that the coach/mentoring environment provides the greatest opportunity for learning and development.

Purpose

This Ethical Code sets out what the clients and sponsors can expect from the coach/mentor in either a coach/mentoring, training or supervisory relationship and should form the starting point for any contract agreed.

All members of the EMCC accept the principles and aims of the EMCC. We recognise that members may not always maintain these ethical principles. The EMCC have therefore agreed a process by which breaches of the Code by a member can be reported and investigated. This is referred to later in this document.

All EMCC Members will make the sponsoring organisation and the individual client aware, at the contracting stage, of the existence of the Code of Ethics.

Terminology

The term “coach/mentoring” is used to describe all types of coaching or mentoring that may be taking place, both in the work environment and outside. The EMCC recognise that there will be many types of coach/mentoring taking place and these will need to be defined when more detailed standards are produced.

The term “client” denotes anyone using the services of a coach/mentor. We believe the term “client” is interchangeable with any other term that the parties to the coach/mentoring relationship might be more comfortable with, such as “colleague”, “learner”, “partner”, “coachee” or “mentee”.

It is recognised that there are circumstances where the coach/mentor may have two “clients”, the individual being coached and the organisation who may have commissioned the coach/mentoring. In this Code we have used the term “sponsor” to differentiate the latter.

The terms “supervision” and “supervisor” describe the process by which the work of the coach/mentor is overseen and advice/guidance sought. The terminology is the same, but the process may differ in significant ways from that undertaken in other professions, such as psychotherapy and counselling.

The Code

The coach/mentor will acknowledge the dignity of all humanity. They will conduct themselves in a way which respects diversity and promotes equal opportunities.

It is the primary responsibility of the coach/mentor to provide the best possible service to the client and to act in such a way as to cause no harm to any client or sponsor.

The coach/mentor is committed to functioning from a position of dignity, autonomy and personal responsibility.

The EMCC Ethical Code covers the following:

- Competence
- Context
- Boundary Management
- Integrity
- Professionalism

Competence

1). The coach/mentor will:

- a. Ensure that their level of experience and knowledge is sufficient to meet the needs of the client.
- b. Ensure that their capability is sufficient to enable them to operate according to this Code of Ethics and any standards that may subsequently be produced.
- c. Develop and then enhance their level of competence by participating in relevant training and appropriate Continuing Professional Development activities.
- d. Maintain a relationship with a suitably-qualified supervisor, who will regularly assess their competence and support their development. The supervisor will be bound by the requirements of confidentiality referred to in this Code. What constitutes a “suitably-qualified” supervisor is defined in the EMCC’s standards document.

Context

2). The coach/mentor will:

- a. Understand and ensure that the coach/mentoring relationship reflects the context within which the coach/mentoring is taking place.
 - b. Ensure that the expectations of the client and the sponsor are understood and that they themselves understand how those expectations are to be met.
 - c. Seek to create an environment in which client, coach/mentor and sponsor are focused on and have the opportunity for learning.
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Boundary Management

3). The coach/mentor will:

- a. At all times operate within the limits of their own competence, recognise where that competence has the potential to be exceeded and where necessary refer the client either to a more experienced coach/mentor, or support the client in seeking the help of another professional, such as a counsellor, psychotherapist or business/financial advisor.
- b. Be aware of the potential for conflicts of interest of either a commercial or emotional nature to arise through the coach/mentoring relationship and deal with them quickly and effectively to ensure there is no detriment to the client or sponsor.

Integrity:

4). The coach/mentor will:

- a. Maintain throughout the level of confidentiality which is appropriate and is agreed at the start of the relationship.
- b. Disclose information only where explicitly agreed with the client and sponsor (where one exists), unless the coach/mentor believes that there is convincing evidence of serious danger to the client or others if the information is withheld.
- c. Act within applicable law and not encourage, assist or collude with others engaged in conduct which is dishonest, unlawful, unprofessional or discriminatory.

Professionalism:

5). The coach/mentor will:

- a. Respond to the client's learning and development needs as defined by the agenda brought to the coach/mentoring relationship.
 - b. Not exploit the client in any manner, including, but not limited to, financial, sexual or those matters within the professional relationship. The coach/mentor will ensure that the duration of the coach/mentoring contract is only as long as is necessary for the client/sponsor.
 - c. Understand that professional responsibilities continue beyond the termination of any coach/mentoring relationship. These include the following:
 - Maintenance of agreed confidentiality of all information relating to clients and sponsors.
 - Avoidance of any exploitation of the former relationship
 - Provision of any follow-up which has been agreed to
 - Safe and secure maintenance of all related records and data
 - d. Demonstrate respect for the variety of different approaches to coaching and mentoring and other individuals in the profession.
 - e. Never represent the work and views of others as their own.
 - f. Ensure that any claim of professional competence, qualifications or
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accreditation is clearly and accurately explained to potential clients and that no false or misleading claims are made or implied in any published material.

Breaches of the Code

EMCC members will at all times represent coaching and mentoring in a way which reflects positively on the profession.

Where a client or sponsor believes that a member of the EMCC has acted in a way which is in breach of this Ethical Code, they should first raise the matter and seek resolution with the member concerned. Either party can ask the EMCC to assist in the process of achieving resolution.

If the client or sponsor remains unsatisfied they are entitled to make a formal complaint. Complaints will be dealt with according to the EMCC's 'Complaints and Disciplinary Procedure'. EMCC Members will provide a copy of this document upon request. A copy can be obtained by writing to:

*EMCC UK
P.O. Box 1100
Bushey
Watford
Hertfordshire WD23 9BE
Tel: 020 8386 5304*

Fax: 020 8 386 5304

or e-mail: lenora.jones@emccouncil.org

In the event that a complaint should be made against an EMCC member, that member must co-operate in resolving such a complaint.

EMCC members will confront a colleague when they have reasonable cause to believe they are acting in an unethical manner and, failing resolution, will report that colleague to the EMCC.
