

East Midlands Coaching Network

Coach Terms and Conditions

The following guide summarises the benefits to you of joining the East Midlands Coaching Network and what is required of you as a coach.

As one of our coaches, you will have the opportunity to continue to develop your skills and experience with a different range of coachees and organisations. This will improve your skills when you are deployed as a coach within your own organisation and will also improve your skills and knowledge as a leader and manager. Research strongly supports the view that, as coaches practice their skills more, so their performance in their main role is enhanced and the performance of their teams also improves.

Your organisation also benefits because you will be exposed to the experience and knowledge of other similar organisations enabling the sharing of ideas and innovation which can help to improve performance and supports closer collaboration between public authorities. It helps to spread the understanding of the benefits of coaching and how authorities can work more closely together to improve overall performance.

We will offer support with your continuing professional development as a coach

Once you have been registered and accepted as a Network coach, membership of the Network will require you to:

- Create and regularly update your profile within the East Midlands Coaching Network Coaching Management System. This is what potential coachees will see when they are looking for a coach so its important its up to date and reflects your approach to coaching.
- Deliver external coaching for a minimum of 2 coachees per annum for the Coaching Network. This includes planning, and write up but coaching within your own organisation does not count towards this commitment (unless particularly requested by your Coaching Champion and agreed by East Midlands Councils).
- Respond within 14 days when you are emailed about a potential coachee via the Coaching Network either indicating acceptance or declining. This enables the coachee to move to select another coach if necessary.
- Take the lead in making arrangements for the initial 'face to face' meeting, once a coaching relationship is accepted. The Network is unable to reimburse any travelling expenses for coaches or coachees and so, it is up to you to agree between you a mutually acceptable venue and timing - the normal expectation is that the coachee will travel to you. You are advised to have regard to your own and the coachee's safety and wellbeing in deciding on a suitable venue. Subsequent meetings may utilise telephone or video conferencing or Skype by prior agreement
- With agreement of your coachee encourage line managers/sponsors to take an active role in helping coachees to transfer learning effectively to the workplace by contributing to the shaping of the overall goals of the coaching sessions and reviewing their outcomes. Ideally, the coachee will have discussed with their line manager/sponsor the desired goals and outcomes of the coaching and it

may well be that this conversation may have led directly to the coaching being sought.

- Keep appropriate records on the Coaching Management System you should also record your coaching hours on the system.
- Advise East Midlands Councils immediately if you encounter any problems during coaching which you do not feel able to handle, subject to the rules on confidentiality, or if for any reason, the coachee decides to terminate the coaching arrangements.
- Complete the coaching review and evaluation form with the coachee at your final coaching session. The coachee will also be asked by the East Midlands Coaching Network to complete a separate, non confidential evaluation of the coaching relationship and the Network - please encourage them to do so.
- Make every effort to attend the Annual CPD Coaching Conference and other CPD meetings organised by East Midlands Councils for East Midlands Coaching Network participants to share good practice and to review the operation of the Coaching Network.
- Keep your own line manager and your organisation's Coaching Champion regularly updated about your involvement with the Coaching Network.
- Utilise the coaching resources available on the Coaching Management site and, where appropriate provide East Midlands Councils with additional resources or case studies to place on the site which will be of value to other coaches and the ongoing development of the coaching network.
- You can withdraw from the East Midlands Coaching Network at any time and East Midlands Councils also reserve the right to refuse to accept applications to join the Network or to withdraw your approval to coach at any time. If at any time your employer or employment status changes you must inform East Midlands Councils immediately
- Agree to abide by the Terms and Conditions and the Code of Practice and to advise East Midlands Councils immediately of any complaints or concerns arising from any of your coaching activities