

East Midlands Coaching Network

Coachee/Mentee Terms and Conditions

The following guide summarises what is required from you as a coachee/mentee in the East Midlands Coaching and Mentoring Network:

- Once you have registered and been accepted as a coachee/mentee of the East Midlands Coaching and Mentoring Network, you will be given access to the Mye-Coach System and through that the Network coaches/mentors and their profiles.
- You will be able to search the list of coaches/mentors and choose an appropriate one. Your first choice coach/mentor will be contacted via the Network and you should allow 15 working days for a response. The coach/mentor will either confirm your acceptance as a coachee/mentee or explain why they are unable to do so (e.g. unable to meet your needs, already committed etc). If they are unable to offer you coaching/mentoring you can then choose an alternative.
- Once you are accepted by a coach/mentor, s/he will take the lead in arranging your first 'face to face' session to agree your coaching/mentoring 'contract' i.e. the objectives you hope to achieve and how often/how/where your sessions will take place. The normal expectation is that if travel is required you will travel to meet your coach/mentor (you therefore need to consider this in selecting an appropriate person). Subsequent options may be explored such as telephone or Skype if you feel comfortable with this approach
- We encourage you to talk to your line manager or Coaching and Mentoring Champion to encourage them to take an active role in helping you to transfer learning effectively to the workplace by contributing to the shaping of the overall goals of the coaching/mentoring sessions and reviewing their outcomes. Ideally you will have discussed with your line manager or Coaching and Mentoring Champion the desired goals and outcomes of the coaching/mentoring and it may well be that this conversation may have led directly to the coaching being sought.
- You should agree with your coach/mentor when your coaching/mentoring sessions will take place. The coach/mentor will update the Mye-Coach System with the dates of your meetings and will also record notes of your meetings in a confidential area that only the two of you will be able to see.
- You will be expected to maintain the agreed schedule of coaching/mentoring meetings and to advise your coach/mentor, if for any reason, you are unable to do so.
- You should focus at all times on achieving your coaching/mentoring objectives and your individual and organisational development. If you seek to engage your coach/mentor in relation to personal, social or other matters, s/he is entitled to terminate the coaching/mentoring arrangement if s/he does not think that this is relevant to your coaching/mentoring objectives and/or refer you to other appropriate support or assistance.
- If at any time you have concerns about the coaching/mentoring process, you should if possible discuss these in the first instance with your coach/mentor. If this is not possible, you can seek advice and assistance from your organisation's Coaching and Mentoring

Champion or East Midlands Councils. A formal complaints procedure is available through East Midlands Councils but you can choose to terminate the coaching/mentoring arrangement at any time.

- If at any stage your employer or your employment status changes, you must inform East Midlands Councils immediately.
- The coach/mentor is also bound by a Code of Conduct and Terms and Conditions particularly relating to the confidentiality of your coaching/mentoring discussions. You are expected to support and assist the coach/mentor in maintaining these standards.
- At your final coaching/mentoring session, the coach/mentor will conduct a review of progress against your original objectives and, it can be helpful if your line manager or sponsor organisation has some input to that discussion. You will also be expected to complete a non confidential evaluation of your coaching/mentoring by East Midlands Councils and you can, if you wish, submit a recommendation or testimonial for your coach/mentor which s/he can add to their profile.
- After the successful conclusion of your coaching/mentoring, you are encouraged to update your line manager or other appropriate people within your organisation and encourage others to utilise the coaching/mentoring process for individual and organisational development.