

East Midlands Coaching and Mentoring Network

Coach/Mentor Terms and Conditions

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

As one of our coaches/mentors, you will have the opportunity to continue to develop your skills and experience with a different range of coachees/mentees and organisations. This will improve your skills when you are deployed as a coach/mentor 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/mentors 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/mentoring and how authorities can work more closely together to improve overall performance.

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

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

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

and it may well be that this conversation may have led directly to the coaching/mentoring being sought.

- Keep appropriate records on the Coaching and Mentoring Management (Mye-Coach) System you should also record your coaching/mentoring hours on the system.
- Advise East Midlands Councils immediately if you encounter any problems during coaching/mentoring which you do not feel able to handle, subject to the rules on confidentiality, or if for any reason, the coachee/mentee decides to terminate the coaching/mentoring arrangements.
- Complete the coaching/mentoring review and evaluation form with the coachee/mentee at your final session. The coachee/mentee will also be asked by the East Midlands Coaching and Mentoring Network to complete a separate, non confidential evaluation of the coaching/mentoring 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 and Mentoring Network participants to share good practice and to review the operation of the Network.
- Keep your own line manager and your organisation's Coaching and Mentoring Champion regularly updated about your involvement with the Network.
- Utilise the resources available on the Mye-Coach 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/mentors and the ongoing development of the network.
- You can withdraw from the East Midlands Coaching and Mentoring 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/mentor 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/mentoring activities