

Coaching Supervision Agreement

Agreement

This Agreement for the provision of coaching supervision services is between the Coachee, the Coach and organisational Sponsor where appropriate, and it describes the terms and conditions of the voluntary Agreement between each party.

About the Agreement

In signing the Agreement each party states their intention to honour the terms and conditions therein.

About Annie Kimblin

Professional Coaching Qualifications: MA in Coaching and Mentoring Practice, Certificate in Coaching Supervision (Oxford Brookes University)

Coaching experience: NHS, Local Government, private health insurance, small to medium business enterprises, and private clients.

Professional membership: European Coaching and Mentoring Council, British Psychological Society and Chartered Institute of Personal Development

Code of practice: EMCC code of ethics (http://emccaccreditation.org/wp-content/uploads/downloads/EMCC_Code_of_Ethics.pdf)

Coaching Supervision: Involvement in regular, individual and group coaching supervision

Personal indemnity insurance status: Current



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1. Introduction

The Coach-Supervisor hereby agrees to provide Coaching Supervision to the Supervisee subject to the terms and conditions of this Agreement.

2. Commencement Date

This Agreement will commence on, date to be confirmed

3. Duration and Termination of Agreement

This Agreement is intended to provide for coaching supervision sessions for one individual, on an appointment by appointment basis. Notwithstanding the provision in paragraph 7 for block booking of sessions, there is no intention to provide for a minimum or maximum number of sessions. The Agreement may be terminated by either party by giving one calendar month's notice in writing.

4. Appointments

Weekday appointments will be held between 8am and 5pm and may be either face to face, on line via Skype or by telephone.

5. Venue

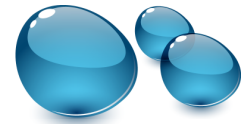
The supervisee is responsible for the hire or booking and payment of any meeting rooms/space used for the duration of each session.

6. Cancellations

In the event of the Coach-Supervisor or Supervisee wishing to cancel the appointment then the one will give the other a minimum of 48 hours notice via email, text or telephone.

If the Supervisee fails to keep any appointment for coaching supervision without notifying the Coach-Supervisor, the supervisee will be charged for the full cost of the session.

If the Coach-Supervisor fails to keep an appointment and fails to notify the Supervisee or Sponsor, the Supervisee will be offered the choice of an alternative date within a minimum of 5 working days or an immediate full reimbursement in respect of the session where charges have been paid in advance.



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7. Charges

Charges will vary according to the nature of the agreement and discounts will be offered for block booking and payment of all sessions in advance. (see paragraph 8, Billing) Note: Charges will be agreed with Sponsor and/or Supervisee and will be detailed in the specific Agreement made for any coaching service.

Where appropriate, public transport will be used and charges made to cover the actual cost of the travel ticket. Travelling expenses by car will be charged at 50p per mile. Car parking costs incurred plus any other expenses such as taxis, meals and refreshments will also be chargeable.

Telephone calls will be paid for by the Coachee or Sponsor

8. Billing

The Supervisee will be invoiced after each supervision session unless a block booking of three sessions has been made in which case the Supervisee will be invoiced at the discounted price for all three sessions immediately after the first session. Payment is due within 30 days of invoicing.

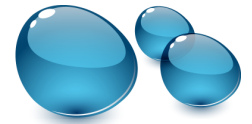
9. Feedback

The Coach-Supervisor and Supervisee will review the supervision process and any other matters associated with this Agreement at the end of each session. In addition, at agreed intervals, the Coach Supervisor, Supervisee and Sponsor will meet to review the outcomes of the coaching supervision intervention and any other matters associated with this Agreement at no additional charge by the Coach Supervisor.

10. Confidentiality and disclosure statement

The Coach Supervisor will keep all the content of coaching supervision sessions confidential.

Hand written notes and records will be securely stored at the Coach Supervisor's home in a confidential file for 12 months after the Agreement has ended and then be shredded. Hand written notes taken by



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the Coach-Supervisor during the coaching supervision sessions will be shared with the Supervisee on request. The Coach-Supervisor will use headphones for telephone or Skype coaching supervision sessions and have no other persons present when engaged in calls.

Any other details about the Supervisee will be held in a confidential file on the Coach-Supervisor's computer for 12 months after the end of the Agreement, after which time, the file will be deleted.

11. Liability

The Supervisee is professionally responsible and accountable for their coaching practice. The Coach-Supervisor does not accept responsibility for any of the decisions, choices or actions that the Supervisee might make as a result of receiving coaching supervision from the Coach Supervisor.

The Coach-Supervisor is not a qualified therapist or counsellor.

In signing this Agreement the Supervisee and Sponsor confirms that to their knowledge there is no reason why they should not enter into this Agreement for the provision of coaching supervision.

12. Variations

The terms of this Agreement can only be modified by the prior, express, written agreement of the parties to this Agreement.

Supervisee Signature

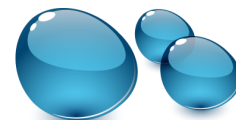
Date

Coach-Supervisor Signature

Date

Sponsor Signature

Date



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APPENDIX

Details of parties involved in the Agreement

Coach-Supervisor Annie Kimblin, Looking Glass Coaching and Mentoring Consultancy

Address 11 Bridge Road, Ickford, Aylesbury, Bucks, HP18 9HU

Start date

Email Address anniekimblin@hotmail.com

Website address www.lookingglassconsultancy.co.uk

Sponsor

Address

Email

Telephone

Mobile

Supervisee

Address

Email

Telephone

Mobile

example of coaching agreement