

Coaching agreement

This agreement is designed to clarify the purpose and scope of coaching. The aim is to have the 3 people involved aligned on what we are doing.

For the period: Starting 1 December 2017 and ending 15 January 2018

1 WHO IS INVOLVED?

Linda Notreal is the one being coached. James King is the coach who will work with her and Bigiam Biggussius is Linda's manager and he has engaged the coach.

1.1.1 Background

Biggussius asked James to come and see if he could help Linda and her team. We performed an initial assessment and decided that coaching Linda directly was a good approach.

2 WHAT WILL WE FOCUS ON?

2.1 CONTEXT AND DRIVERS

Linda has recently become the manager for the agility release team. The team are focused on improving their

- Reduction of engagement paper work; and
- Improving the quality of the post-deployment boat cruises

Linda is seeking to improve her leadership as a role model in an agile team and also to help the team achieve its goals

2.2 ALIGNMENT OF COACHING

Linda wants to improve her ability to engage and align the team from the perspective of the team and also to build confidence when working with other leaders to negotiate and agree release challenges

2.2.1 Specific coaching objective

The objective for the coaching over this period is to:

- Build team radar to better understand the state of the team
- Build flexibility in negotiation to better adapt to multiple situations

Specific goals are agreed between Linda and James and will not be shared outside their discussion

2.2.2 Comments on scope

James will work directly with Linda and will be onsite with Linda in meetings or with teams from time to time. But he is not engaged to coach the team directly.

2.2.3 Assessment

We have asked for feedback from 2 stakeholders who we think are in a good position to provide subjective comments. We are also baselining the current time spent by the team on paperwork and

will review whether this has changed at the end of the period. All this information will be provided to all three parties.

3 WHAT DO WE NEED TO DO?

James will be available for a formal catch-up once per fortnight for 2 hours. This can be done onsite or over a Zoom meeting. He will also spend between half-a- day per week observing Linda in action

Linda will turn up for each session and will also be spending ½ to 1 day per week working on the areas that she and James agree are the current focus at any one point

Bigussius will be involved in regular 1-1 meetings with Linda and will attend one session at each of the start and end of the period to assess the value and direction of the coaching. He will also support Linda in allocating the time needed to attend the coaching.

3.1.1 Assessment of the value of the coaching

Linda and Bigussius will discuss the value of the coaching at the end of each period, as part of Linda's wider career development plan. All three parties will also hold a retrospective on the effectiveness of the coaching process at the end of the period.

4 SIGNATURES, COSTING AND RELATED LOGISTICS

We know we should all sign this but we thought we would get away with communicating it via email.

Biggusious has provided a charge code so we are all happy that James will be paid and that he will turn up.

Normally we would clarify the charging for books, stationery, travel and accommodation if it is needed, but we were quite busy.

Maybe we should be a bit more formal but nobody is too concerned about money around here. What could possibly go wrong?

Here is a blurb on James – he is a coach and this is part of the coach2awsome program we are running