

FORD CONSULTING

Roles & Responsibilities in Coaching

As Coach, I am responsible for:

- Respecting you as a professional
- Enabling you to become the professional you can be and want to be – not a clone of me
- Negotiating the coaching contract for how we will work together
- Managing the time during coaching sessions
- Managing the overall agenda of our coaching sessions
- Providing clear, focussed, constructive feedback
- Creating a safe space in which to explore issues
- Developing a healthy coaching relationship
- Being open about the processes and approaches I am using
- Adopting a flexible approach that fits with your preferred style of learning
- Ensuring boundaries are maintained
- Monitoring and managing any ethical issues arising from our coaching
- Monitoring our coaching relationship
- Being open to receiving clear, focussed constructive feedback from you, the coachee
- Keeping notes of our coaching sessions
- Providing fair and honest coaching reports if required

As Coachee, you are responsible for:

- Your own learning
- Preparing for coaching
- Defining your objectives for each coaching session
- Using coaching time effectively
- Presenting yourself and your work openly and honestly
- Maintaining an open attitude towards experimenting with new perspectives and behaviours
- Developing a healthy coaching relationship
- Being aware of other stakeholders in the coaching arrangement
- Being open to feedback from me, your coach
- Providing feedback to me, your coach about what is and isn't working in our relationship
- Applying your learning from coaching to your performance at work
- Taking responsibility for your agreed actions
- Reflecting on your work
- Monitoring and evaluating your work
- Keeping notes of your coaching sessions