



**Leadership Academy**

**North West**

# **NHS North West Leadership Academy Coaching Register**

**Coaching Agreement**





# Coaching Agreement

## A coach agrees to:

The NHS North West Leadership Academy (NHS NWLA) is committed to continuing to develop an inclusive coaching culture across the North West whilst maintaining and promoting excellent practice in coaching. All coaches registering to become part of the NHS North West Coaching Scheme will be required to commit and agree to the following key areas. It is the responsibility of the coach to ensure that they continue to meet these requirements as they continue to coach.


As a member to the European Mentoring & Coaching Council (EMCC), all coaches on the NHS NWLA Coaching scheme are required to operate according to the EMCC Global Code of Ethics which covers:

- Terminology
- Working with clients
- Professional conduct
- Excellent practice

(Please see resources section for a copy of the EMCC Global Code of Ethics)

## Coaches Commitment:

- Ensure that you meet the qualification or equivalent coaching experience standards required to be part of the scheme.
- Ensure that you meet and operate according to the EMCC Global Code of Ethics
- Be committed to undertake a coaching relationship when approached, or contact the NHS NWLA team when unable to continue to coach
- Regularly update and maintain records of all coaching relationships via the NHS NWLA Coaching Hub system
- Commit to undertaking a minimum of 2 development sessions per year (either via the NHS NWLA arranged sessions or alternative development options) and ensure that this information is updated on the NHS NHWLA Coaching Hub system
- Participate in a minimum of 2 coaching supervision sessions per year designed to help you reflect on and improve your coaching practice via the NHS NWLA or provide evidence that these have been carried out in another setting. Please see **EMCC guidance on Supervision** in the resources section
- To ensure a pre-evaluation is completed by you and coachee before a relationship commences and a post-evaluation is completed by both



parties after a relationship comes to an end via the NHS NWLA Coaching Hub system. This is to ensure continuous development and improvement of the scheme and system.

- The sharing of coach information with organisational Coaching and Mentoring Champions / Lead to support the Coaching and Mentoring strategy and culture
- The sharing of coach information between own organisation and other collaborating north west NHS organisations on coaching and mentoring activities

***To ensure the quality assurance of all coaching delivered on behalf of the NHS NWLA, attendance at CPD and supervision sessions will be monitored and your account suspended from active searches if unable to commit to this.***

**In turn, the NHS NWLA will commit to the following to support your coaching practice:**

- Provide access to ongoing, relevant and topical CPD, to enhance knowledge and ensure the development of your coaching skills
- Provide access to regular supervision sessions through a named supervisor. Can be through
- Various mediums i.e. face to face, telephone or skype.
- Provide on-going support via the NHS NWLA Coaching and Mentoring team
- Provide opportunities to learn and network with other coaches via Network Learning Events held three times a year across the region
- Link you (where possible) to your organisational coaching and mentoring 'champion' to provide further support in the workplace



### A Coachee agrees to:

- Commit to the development process demonstrating proactivity in personal and professional development
- Take responsibility for maintaining an up-to-date coachee profile using the online Coaching Hub
- Be proactive in requesting coaches online (please contact the scheme if they have not received a response within 2 weeks of sending coach requests)
- Lead the arrangement of coaching meetings
- Record coaching activity on the Coaching Hub
- Ensure explicit organisational support is sought if coaching is undertaken within work hours
- The sharing of coachees information with organisational Coaching and Mentoring Champions / Lead to support the Coaching and Mentoring strategy and culture
- The sharing of coachees information between own organisation and other collaborating north west NHS organisations on coaching and mentoring activities
- Provide input into scheme pre and post evaluations (i.e. provide feedback on experiences at the end of each coaching relationship).
- Contact the NHS North West Leadership Academy (NHS NWLA) Coaching and Mentoring team if you would like any advice, training, support or to put forward any suggestions for improvement.