A close up of a logo

Description automatically generatedGroup Coaching

# Group Coaching Agreement

**Thank you for choosing me as your coach. This document specifies the terms of our coaching agreement.**

**Please read every section and return a completed, dated copy to me by email. By returning this, I understand that you agree to the terms summarised below.**

# About me:

# I am qualified, insured and supervised as a Positive Psychology Coach. I am also qualified and insured as a Teacher and an Emotion Coaching Practitioner Trainer. I am currently continuing to work towards my MSc in Applied Positive Psychology & Coaching Psychology at the University of East London. I am an associate member of the Association for Coaching and abide by their ethical code of conduct.

# About Coaching:

# The aim of coaching is to support you with changes or areas of personal/professional development identified and agreed in our sessions. Specific aims and objectives will be agreed at our first meeting and reviewed periodically to ensure that coaching continues to meet your needs. Coaching aims to be flexible, according to your priorities at any particular point in time.

# Confidentiality:

# I will treat information discussed with you or information written to or from you confidentially, unless it falls into one of the following risk categories:

* **Where the client has disclosed significant harm to themselves or others**
* **Any child protection/safeguarding concerns arise**
* **Information received regarding terrorist activities**

**Research:**

**I am committed to developing evidence based coaching practice. This means that I use research backed insights and techniques when I coach. Every coaching session also increases my own experience, knowledge and skills as a coach. I ask all my clients to accept that, in my research, studies and training of others, I may confidentially use or refer to experiences, knowledge and skills gained through coaching them. If you agree to this, please check the box below. Occasionally, I may ask a client if they are willing for a coaching session to be recorded for my own personal development or assessment by my supervisors. I will only record sessions by separate, prior agreement with clients.**

**I (name) ……………………………………. agree to Andrea Urquhart using the content of my coaching sessions and her reflections on the experience and process of these sessions in her studies, research and supervised assignments. I understand that I will be anonymised in her writing and presentations and that my confidentiality will be protected.**

**Group Coaching**

**Group coaching sessions are run with a higher level of workshop content than 1:1 coaching. They may, however, include reflective opportunities, question and answer opportunities and opportunities for laser coaching (when one member receives a mini-coaching session within the group). It is important that you understand that building the group dynamic is the responsibility of all group members. Members are requested to respect the confidentiality of other group members and must not share anything discussed within the group with members outside of the group. If you are able to commit to growing alongside other members, then group coaching is an affordable opportunity for you to invest in your wellbeing and personal growth. However, if you want to work intensively, without journeying with others, on your personal development, then you should consider one-to-one coaching. I also offer one-to-one coaching packages.**

**Sometimes, through your growth in group coaching, you may want personal, private coaching to help you explore a particular area more specifically for yourself. My group coaching members can access reduced price one-to-one deep dive sessions to help you do this. Please discuss this with me as the need arises.**

**Group coaching sessions are monthly or twice monthly as agreed with the group. Monthly sessions cost £15 a month. I will give a minimum of 1 calendar month notice of any increase in price. You are asked to commit to a minimum of 3 months with your group to help build and preserve group dynamics. Groups need time to build trust and community, and it is important that you recognise this. Group times will be set on a regular day each month (e.g. the first Monday in each month). However, we will agree to adapt these as a group to accommodate holiday seasons.**

**I limit groups to approx. 6 members. Sessions are via online video call. You will need to download an app onto your phone or laptop. You must ensure that you are in a private, quiet space for the coaching session. This is not only for your benefit, but also for the benefit of other members who can see you on their screens. It is not appropriate to have other people present in the room with you during the call as this compromises confidentiality and is distracting to others. I do not record group sessions.**

## The Coaching sessions:

* **Usually begin with us prioritising and agreeing areas that we will work on in that session.**
* **You undertake to be motivated and committed to the process of being coached by preparing for each session with:**

1. **An idea of what you want to work on.**
2. **An update on any recent developments that it would help me to know about in order to assist you.**
3. **A de-brief of any completed tasks and action plans if these were agreed (or obstacles encountered that have prevented completion).**

* **I ask you to give me permission to explore, question and respectfully challenge any potentially self-limiting attitudes or ways of thinking and behaving.**
* **In addition, you will agree to take full responsibility for yourself and any action you undertake resulting from coaching.**
* **I agree to be ready to work with you at the agreed time, be open-minded, non-judgemental, focused, considerate and respectful, and undertake any additional preparation that might be necessary in order to work with you effectively.**
* **I also undertake to provide support through careful listening, questioning and constructive challenge to assist you in your development.**
* **Interventions from both psychology and coaching will be incorporated when appropriate, and I may suggest relevant tasks that could support you in the achievement of your goals.**
* **You agree to keep the confidentiality of other group members and not discuss content or circumstances relating to the sessions or group members with anyone outside of the group or the group sessions.**
* **You agree to ensure that you are in a confidential, quiet space when you attend group calls and that no-one else is present with you who can hear or see the content of the call.**
* **You agree to commit initially to 3 months in your group. People’s lives and circumstances do change. With this in mind, I will make every effort to ensure that you are in a group that supports your current needs and goals. Movement between groups may be possible and this will be discussed if the need arises. Before moving groups or leaving a group, members are requested to attend one more session with their current group to bid farewell and as part of “finishing well”.**

## Duration, location and dates of meetings:

* **Group sessions are 90 minutes long.**
* **You may terminate our agreement within 14 days of signing. Exceptional circumstances will be taken into account and I reserve the right to cancel membership of a group at anytime should I feel this to be in your own best interest or the best interest of other group members.**
* **Coaching sessions will usually be by Zoom. I will provide you with a link to copy into your web browser.**
* **The timing of your session will begin promptly at the agreed time, so please ensure that you arrive or are online before the meeting time.**
* **Group attendance is a monthly commitment and payment is expected each month, whether you attend the session or not.**

## Payment:

* **Group coaching is a subscription membership. This means that you pay each month to remain in the group.**
* **Payment must be received by the 1st of each month or 24 hours prior to the session. This payment includes any email correspondence relevant to the set up of our sessions and brief correspondence or calls between sessions relating to the content of our sessions.**
* **You may unsubscribe at anytime but are requested to allow up to 30 days in order to attend one final session with your group before leaving. This enables you to capture your growth during your time in the group and to bid farewell to other group members.**

# HOW YOU EXPERIENCE COACHING:

# My aim is to be as helpful as I can in facilitating you to see the development in your life that you desire. Successful coaching requires you to be motivated and willing to face challenges and to take steps, however small, towards the change you want to achieve. It also requires a good level of relationship and trust between the coach and the coachee.

# If at any point you are struggling with the process, would like to take a break or end our coaching agreement then please do not hesitate to discuss this. I will be happy to help you work out the best way forward or to refer you to another professional if necessary.

# Similarly, I also reserve the right not to accept bookings for future coaching sessions.

# By signing below, you agree to abide by the terms and conditions in this agreement. You also agree to disclose to me any current or future mental health concerns or conditions that you may personally have (see Client Registration Form).

Coachee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coachee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coach: Andrea Urquhart Agreement Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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