

## **CONFLICT MANAGEMENT COACHING AGREEMENT**

This is a Conflict Management Coaching Agreement made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between \_\_\_\_\_, to be referred to as "the Client," and \_\_\_\_\_, to be referred to as "the Coach."

The following is understood by us, as the basis for entering into our contract to work together:

### **Conflict Management Coaching**

Conflict management coaching is a one-on-one process in which a trained coach helps people gain increased competence and confidence to manage their interpersonal conflicts and disputes. It is a future-oriented and voluntary process that focuses on each person's conflict management goals. Conflict management coaching is not therapy or counseling and in my role as your Coach, I will not provide advice or act as your agent or representative.

### **The Coach's Role**

My primary role and responsibilities as your Coach are to:

- help you identify your goals and take the action steps required to reach them;
- co-create a relationship with you that supports and facilitates your efforts to reach your goals;
- assist you to manage or resolve a dispute, or prevent one from escalating unnecessarily;
- help you strengthen your knowledge, skills and abilities to engage more effectively in conflict;
- manage the coaching process through the use of a step-by-step model designed to help you attain your objectives;
- help you explore any possible challenges to reaching your goals;
- provide honest observations and input that assist you in your efforts; and
- check in with you on a regular basis, to ensure you are progressing.

## **Your Role As Client**

As Client, you agree to:

- communicate honestly with me;
- be willing to co-create our relationship and identify the best way we may collaborate to ensure that you progress;
- be open to my observations and input;
- commit the time and energy to fully participate;
- provide feedback to me on your experience of the coaching process and our working relationship;
- be accountable for doing the work required to reach your goals; and
- be solely responsible for your decisions and actions regarding your goals.

## **Confidentiality**

As your Coach, I will maintain complete confidentiality about the content of the coaching sessions, unless:

- disclosure of the information is authorized by you, in writing;
- you reveal an intent to harm others or yourself;
- the information is required on an anonymous basis for educational or statistical purposes (no identifiable names and information are used); and
- required by applicable laws and court order.

## **Booking Sessions**

We will schedule mutually convenient times to meet or speak, for up to \_\_\_\_ minutes up to \_\_\_\_ times per month for \_\_\_\_ months. We can then reassess together where you are at and determine whether you require more time. If sessions need to be rescheduled, we both agree to provide the other with at least 24 hours' notice, if possible.

## **Voluntariness**

Either of us may end the coaching process at any time before we have scheduled for it to end. If one of us decides to do so, he or she agrees to consider the optimum way to inform the other, which may include an explanation about the reasons.

Dated at \_\_\_\_\_, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_