

**EXAMPLE OF A COACHING CONTRACT FOR ........................**

I am proposing a sixth month contract that runs from 1st November to 30th April 2014. A formal review in March will decide whether there is merit in extending the contract for a further defined period.

The cost will be **£4,750 + VAT** and this is fully inclusive of:

* Monthly face to face meetings lasting between 1.5 – 2 hours. There will be a minimum of six.
* Telephone contact as and when required
* E-mail preparation / follow up to meetings.
* Face to face meetings / conference calls with key stakeholders (e.g. team members, line manager) if required
* Provision of relevant follow up materials such as questionnaires, psychometric profiles
* Travel cost in the south-east of England will be included

Other associated travel costs such as flights and taxis will be charged at cost

### Programme Format

The format is very flexible and will be driven by the individual’s needs and challenges. The relationship will involve a, b and c and possibly d:

1. **Face to Face Meetings** – these could take place on or off site, the length of the meeting being determined by the specific issues to be discussed. These will take place on a monthly basis.
2. **Telephone Contact** – this could be formalised and involve a pre-planned discussion or be a more informal conversation instigated by either party. From my experience, telephone contact becomes increasingly significant and over time and sometimes replaces the need for face to face communication.
3. **E-mail follow up –** a sensible way of exchanging information and helping to prepare for meetings
4. **Meetings with Others** – this could be an arranged session with a senior manager or a meeting with the team or specific team members. The purpose and content of any such meetings would be agreed by us in advance.