

Fresh Tracks Coaching Ltd

Scope of a typical Coaching Agreement

The coaching sessions will take place on a regular basis over six months, normally once every 4-5 weeks for two hours. The programme will consist of twelve hours of coach time between Coach & Coachee, plus up to 3 three-way meetings, as required, with the Line Manager/Coach Sponsor.

Coaching sessions will be conducted via zoom, and can include outdoor walking coaching sessions, in person or via phone depending on the location of the Coachee. Please see Fresh Tracks website for more information on [walking coaching](#).

In addition to the scheduled sessions, Andrea is available during the period of the coaching assignment for contact by email or phone. Clients can use this facility to update me on progress against specific actions or to talk through issues which have arisen and cannot wait until the next session.

Prior to the commencement of a coaching assignment there will be an introductory chemistry meeting between coach and coachee.

Executive Coaching Process:

- First meeting between Coach and Coachee to establish rapport, working styles, ways of working and discuss coaching objectives.
- First three-way meeting initial set-up with Coach, Coachee and Line Manager/Sponsor to agree coaching objectives.
- Twelve hours of coach time with 6 x 2 hour sessions with Coach and Coachee.
- Recommended reading and materials.
- Introduction to relevant tools and models.
- Email prompts from Coach prior to sessions as required.
- If required, second three-way meeting mid-term review with Coach, Coachee and Line Manager/Sponsor to measure progress and redirect coaching focus if necessary.
- Third three-way meeting at the end of the six month programme with Coach, Coachee and Line Manager/Sponsor to measure success and agree any further development.