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The commitment exchange

(sent to new clients with the Letter of Agreement)

Coaching is a fabulously rewarding way of working with people. To enable us to get the most from our coaching relationship I have prepared this checklist of the commitments we will make to each other. Feel free to ask for clarification.

I love coaching people who are really committed to making changes, people who really need or want to transform their lives. I promise that during our coaching relationship and beyond, I will always endeavour to:

- treat you as an equal and with respect and dignity
- be honest with you
- keep all that you tell me in complete confidence
- bring integrity, responsibility and accountability to the coaching
- answer the telephone and turn up for meetings on time
- respond to emails within 24 hours (Mon-Thurs during working weeks; I may also respond at weekends, though cannot guarantee to do so within 24 hours)
- advise you of holiday periods
- be prepared for your coaching call
- ask in advance for your written permission before using a quote from you in my ezine or on a web site (I only use initials, e.g. LS, Halifax)
- avoid defrauding, misrepresenting, deceiving or misleading you

I will also

- encourage you
- challenge you
- recommend texts, books, web sites and other institutions and professionals if appropriate to your goals; these services are offered without liability, obligation or redress to my business or myself
- share with you as appropriate all the resources at my disposal, my knowledge, my skills, my experience and my expertise

I ask that you will always endeavour to:

- be ready and willing to make changes in your life
- be willing to take responsibility for making those changes
- be prepared to think in different ways, to step into new places
- call promptly
- prepare for your call
 - check what you have achieved against the tasks you set yourself
 - consider what actions you may need to take before the session
 - decide what issue you want to address during the session
- be honest at all times (e.g. if you haven't done something you committed to doing, its better to say so – I'm not here to judge you, and uncovering the reasons why will almost certainly be important to your progress within the coaching relationship)
- be willing to be challenged if I believe you are deceiving yourself
- be willing and enthusiastic about new methods that I may introduce from time to time
- feel able to challenge me if you feel that a particular approach or method is not working
- understand that I do not give advice, in the belief that you have within you the resources to achieve your own goals.