**PARTIES:**

This AGREEMENT is entered into on this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 2018, by and between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (hereinafter “Coach”) and \_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(hereinafter “Team Member” (collectively “the Parties.”)

**PURPOSE OF AGREEMENT:**

The general purpose of the Coaching Program is to promote an office culture with a “Giver” mentality, and to instill our organization’s core values of integrity, attitude, and work ethic.

The further purpose of the Coaching Program is to give Team Member the opportunity to add value to the organization, as well as to him/herself, by developing Team Member.

In addition, the purpose of the Coaching Program is give Team Member a voice and an ear to hear him/her; to allow Team Member the opportunity to present Coach and the Organization with alternative view points and ideas on policies and processes, and to provide immediate and positive front-line feedback in order to foster personal and organizational growth.

**GENERAL REQUIREMENTS:**

Meetings are to last no more than 30 minutes, are to be held on a weekly basis, and are to be scheduled during working hours. The frequency of the meetings may be adjusted on an as needed basis. Both parties understand and agree that homework may be given and that preparation for meetings is required.

**COACH’S DUTIES:**

1. Coach shall identify Team Member’s skills, strengths, and weaknesses, and shall devote time, attention and skill to help Team Member enhance all work-related skills and strengths, and overcome any weaknesses.
2. Coach shall act as a sounding board for Team Member and shall use his/her knowledge, expertise, training and skill to develop Team Member.
3. Coach shall set and track goals for Team Member, and shall follow up to ensure that Team Member is applying trained concepts in an appropriate and professional manner.

**TEAM MEMBER’S DUTIES:**

Team Member understands that he/she must be willing and able to share openly, accept all the feedback in a non-defensive way, and try new ways of fulfilling the obligations of their position.

**BOTH PARTIES’ DUTIES:**

Both Parties agree to hold the other accountable and promise to be timely, present and ready to coach and learn. Both parties understand, acknowledge and agree that confidentiality will be maintained as to all that transpires during the Coaching Program. Notwithstanding the above, the parties understand, acknowledge, and agree that any information learned during the Coaching Program, and deemed relevant and necessary to be shared with the organization’s Leadership Team, may be shared.

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Coach Team Member

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Coach Signature Team Member Signature