

These guidelines are intended to support International Coach Federation standards for meeting the core competency of establishing the coaching agreement. If you are seeking an ICF credential, you will demonstrate your level of competency to ICF through a performance evaluation of your coaching via recorded/transcribe coaching session. A coach will establish an overarching agreement for the tenure of the coaching relationship and will also establish ongoing coaching agreements for each and every coaching session.

The flow of the ongoing agreement usually involves:

1. Asking the client what he or she wants to accomplish during the coaching session.
2. Using active listening to ensure you understand the client's goal.
3. Asking questions to clarify any elements you do not understand.
4. Confirming that you're talking about what matters most to the client.
5. Seeking more information about elements of the goal that concern you as a coach, if any.
6. Establishing some measure of success during the session. For example, what will the client see, hear or feel when he/she meets the goal?

By following these guidelines, coaches should be able to meet the ICF criteria for the core competency of establishing the coaching agreement in each session.

Dos and Don'ts

DO

- Work in partnership with your client
- Use active listening to ensure understanding
- Seek to understand at a deeper level
- Come to a mutual agreement
- Establish a measure of success

DON'T

- Dictate the agreement
- Rush past the agreement
- Assume you understand
- Continue without agreeing on evidence of success
- Lead the client where they didn't ask to go

THE 5 ESSENTIAL QUESTIONS OF THE ONGOING AGREEMENT

1. What do you wish to talk about?
2. What would you like to take away from our session?
3. Are we staying focused on the issues you wish to address?
4. What will you say or do this week to act on your intentions?
5. Who could support your next steps? Offer advice/wisdom?

Consider asking, "What did you find most helpful from this session?"

