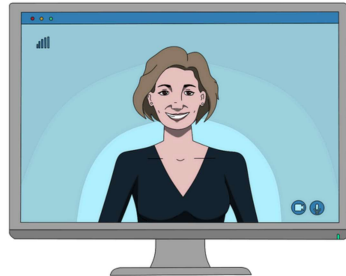


? What to expect?

Space and time to focus on you

To pause, stand back and take the time, for self-assessment, reflection, current situation and career goals review.

Using this space for problem solving, envisioning future outcomes, identifying solutions and options and setting SMART goals for your career progress.



🔧 Roles and Responsibilities

The coach commits to

- Provide a secure environment for the coachee to discuss their career situation and goals
- Listen, reflect, and ask questions to elicit deeper insights on the coachee's situation
- Practice non-judgement
- Offer observations, ideas, and solutions, in support of the coachee's choice of direction
- Abide by a code of ethics and behaviour as set out by www.associationforcoaching.com

The coachee

- Best results are achieved when the coachee is open, has a strong sense of self-curiosity and a forward looking, solutions focus
- Multiple coaching sessions, scheduled at regular intervals help to maximise results
- The coachee is responsible for their own physical, mental, and emotional well-being, decisions, choices, actions and results. *! The coachee agrees that the coach is not liable for any actions or inaction, or for any direct/indirect results of coaching conversations !*



Scheduling

Please schedule your coaching sessions in advance



Cancellations should be made **24 hours in advance**, otherwise the coaching session will be forfeit



In the advent of a complaint - outlined by WhatsApp or email to the Career Partner (&Co)



Confidentiality and data protection

All information shared by the coachee will be kept in strict confidence by the coach.

Coaching calls are not recorded. The coach maintains a coaching log, with notes (available on request) on each coaching conversation, in adherence to the Association for Coaching standards for professional supervision. Notes are attributed anonymously, and individuals' names are not identified.

Information kept by the coach will be securely stored in accordance with ICO data protection regulation and will not be used, disclosed, or shared without the coachee's express permission.

Looking forward to working with you,

Jan Kirkpatrick

Chief Coach, the Career Partner