

Forms to support AKESO coaching / mentoring network and to provide data for quality assurance.

No individual information will be shared with other stakeholders.

An annual report will include demographic data. Demand information and themes from presenting problems and outcomes

Data for evaluation - to be returned to AKESO for acceptance into coaching support programme prior to commencement of sessions

1: Coachee:

Age	
ID	102
Sex	
Ethnicity	
Place of first qualification - University and country	
Current role/s or not working	
Current or recent roles / / localities	
Presenting problem please try to use headings	1. Relationships 2. Diagnostics 3. Management 4. Professionalism



AKESO

If not working - is this due to ill health?

Have you sought help and advice elsewhere?

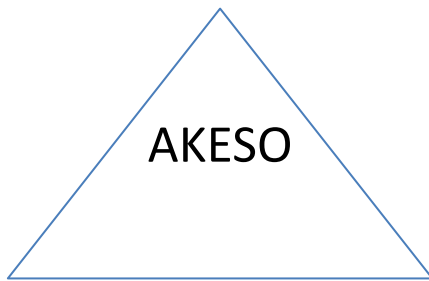
If yes - please provide more information so that we can update our database with alternative support available

Feedback from other sources and date if relevant

MSF

PSQ

Appraisal / performance review



2. Coaching agreement – sign and send copy to ACESO

As coachee and coach we both agree:

That the aims of our sessions together are to enable us to reflect in depth on issues affecting the coachees working life in order that he/she can develop personally and professionally

To meet at an agreed frequency

To protect the time and space for the coachee to reflect in depth by keeping to agreed appointments and time boundaries, being punctual, ensuring privacy and no interruptions

To maintain a summary sheet showing the dates and times of coaching sessions and development needs identified. Any other record made during or after the sessions will be kept by the coachee. The coach may keep an “aide-memoire” if explicitly agreed.

To work to the agenda of the coachee whose responsibility it is to prepare for the sessions and take forward actions identified

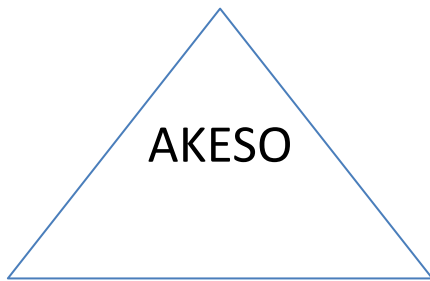
To work in the spirit of mutual learning by being open to feedback during the sessions

To challenge any breach of this agreement, which the other does not already acknowledge or does not take seriously

To share responsibility for making effective use of the time set aside for this coaching

To review sessions regularly and be prepared to contribute key areas of learning and development to demonstrate effectiveness of the process

To keep the content of the session confidential except where concerns are raised of such a nature that affect safety of practice and the individual's ability to undertake his/her role. –in this case the coach will endeavour to obtain agreement from the coachee regarding concern and actions resulting



The coach will record, as appropriate, issues of exceptional circumstances i.e. unsafe practice including actions to be taken

These funded sessions will be time limited to a maximum of 12 months and 6 session each of up to 2 hours

Signature of coachee:

Signature of coach:

Date 8th May 2012