

2022 APS Graduate Development Program

Coaching Contract

Instructions

Please read and sign this coaching contract and return to s 47E by 31 March 2022.

Coaching program

Coaching is an individual development opportunity. The purpose of coaching is to allow you to explore solutions and actions to meet and resolve challenges in a safe and confidential environment.

The coaching session will consist of the coach asking you a series of questions. The questions help you delve deeper into issues without providing a solution. The coaching process asks you to explore their situation from various points of view and come to a series of actionable steps to do between each session that leads to a solution.

For coaching to be successful, you need to be prepared and open to coaching. The coaching offered in the APS Graduate Development Program (GDP) is centred on workplace coaching principles. As such, the coaching sessions will deal only with workplace issues.

You will need to complete a pre-coaching survey prior to each session. Your coach for your first session will be assigned to you and you will have the opportunity to choose your own coach for the second and third sessions. You may choose the same coach for each session or elect to have a different coach.

Coaches will only share information between coaches when it is necessary for handover of the coaching relationship or debrief.

Graduate Responsibilities:

The graduate has the right to confidential workplace coaching as part of the APS GDP. The graduate has the following responsibilities within the coaching relationship:

- Read the information on coaching on GovTeams
- Complete the coaching contract prior to the first coaching session
- Complete the coaching survey prior to each coaching session
- Respond to the email from your coach and select a coaching date and time
- Find a private and quiet place to have the coaching session
- Ensure you have the technology requirements in place for your coaching session
- Come to the coaching session with an open mind and a ready to work attitude

Coach and GDP Team responsibilities

The coach will provide workplace coaching to the graduate in a professional and safe environment. The coach has the following responsibilities in the coaching relationship:

- Provide confidential professional coaching to the graduate
- Ask questions of the graduate with the aim of assisting them to work through workplace issues
- Follow all duty of care processes where appropriate
- Refer graduates to professional services should they need it
- Use coaching methods and techniques with the graduate within the session
- Behave professionally and appropriately at all times
- Seek permission of the graduate before taking any notes or records. If the coach takes notes, they will offer a copy to the graduate for their records. The coach will securely store any notes and graduates will have access to these notes at any time.

Coaching credentials

As part of ongoing professional development and credentialing with professional associations (e.g. International Coach Federation - ICF), our coaches maintain a coaching log which contains the name, contact email, date and hours coached for each coaching session. No other information is included. This is submitted to the professional association and may be audited.

If you would prefer not to be included in the coaching log, please let your coach know at the beginning of your session.

Agreement:

I have read the information above and:

- agree to receive coaching by one of the GDP work place coaches.
- understand that a coach may need to break confidentiality when there is a duty of care requirement and that if this takes place the coach will discuss this with me.
- understand that where necessary the GDP coaches may discuss coaching sessions only with other GDP coaches to ensure an effective handover and debriefing as required.
- understand that details of my coaching session (name, contact email, date and hours coached) will be included in a coaching log for continued coach professional accreditation. I may advise my coach or the GDP Team at any time if I do not want these details included in the coaching log.

Name: _____

Signature: _____

Date: _____