

Contracting Canvas

Map the full coaching agreement before you begin

Use this canvas to structure your contracting conversation across three levels. Fill it in collaboratively with the team and sponsor to surface expectations, align on goals, and build the coaching relationship on solid ground. Refer to Chapter 3 for detailed guidance.

1 Administrative	2 Professional	3 Psychological
<p>SCHEDULING <i>Who arranges meetings? How often, how long?</i></p> <hr/> <p>LOCATION <i>Onsite, remote, or hybrid?</i></p> <hr/> <p>DOCUMENTATION <i>What records are needed? Who creates and stores them?</i></p> <hr/> <p>RESCHEDULING & CANCELLATION <i>What happens if a session needs to be moved?</i></p> <hr/> <p>REPORTING LOGISTICS <i>Who reports to whom, and how often?</i></p> <hr/> <p>Tip: These practical details often feel "minor" but can cause friction if left unclear. Document them early.</p>	<p>INITIAL EXPLORATION & PURPOSE <i>What is the purpose that requires them to be a team?</i></p> <hr/> <p><i>What are the perspectives of the different stakeholders?</i></p> <hr/> <p>DEFINING SUCCESS & OUTCOMES <i>How would you know if this coaching had been successful?</i></p> <hr/> <p><i>What would "effective outcomes" mean for stakeholders?</i></p> <hr/> <p><i>How will we judge whether coaching is effective? Expected outcomes?</i></p> <hr/> <p>COACHING APPROACH & NEEDS <i>How do you describe your approach to coaching?</i></p> <hr/> <p><i>How will we distinguish coaching from mentoring or consulting?</i></p> <hr/> <p>ETHICAL CONSIDERATIONS <i>What is our confidentiality agreement? What gets shared outside?</i></p> <hr/> <p><i>What does the company require, per its own rules?</i></p> <hr/>	<p>FEELINGS & EXPECTATIONS <i>How do we really feel about this coaching relationship?</i></p> <hr/> <p><i>What assumptions or hopes might we be holding?</i></p> <hr/> <p>TRUST & SAFETY <i>How will we be honest and respectful with each other?</i></p> <hr/> <p><i>What needs to be in place for psychological safety to emerge?</i></p> <hr/> <p>DIFFERENCES & DIVERSITY <i>What fears do we have related to role, culture, or background?</i></p> <hr/> <p>RELATIONAL DYNAMICS <i>What might go wrong? How will we handle it?</i></p> <hr/> <p>PERCEPTIONS & POWER <i>What role do power dynamics play here?</i></p> <hr/> <p>Tip: This layer is the hardest to surface. Consider a separate workshop session to explore it properly.</p>