



## Coaching Agreement

District 1199C Training & Upgrading Fund Apprenticeship Program utilizes Project-Based Coaching as a supportive tool to help each apprentice achieve their required competencies and hours for completion of their degree of choice. The coach, apprentice, and supervisor all play a role in ensuring that the components are met and goals achieved. Coaching Companion, an online tool, will track goals and the coaching experiences.

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### *Coaching Agreement: Coach*

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I, \_\_\_\_\_ as the coach agree to (please initial):

- \_\_\_\_ Support the apprentice to assess his/her strengths and needs in effective instructional practices.
- \_\_\_\_ Develop an **individualized plan on Coaching Companion, alongside the apprentice, that includes goals related to each competencies.** The plan will include steps for achieving goals and the coach's and apprentice's responsibilities related to each step.
- Schedule, plan, and facilitate on-site visits and coaching sessions throughout the year documented on Coaching Companion.
- Provide support in forms of sharing resources, providing models of effective practices, observing the apprentice's current practices, and providing supportive and constructive feedback.
- Remain supportive rather than evaluative and to maintain, to the maximum extent possible, a separation between coaching and performance evaluation.
- Discuss and determine with the apprentice what coaching data, if any, will be shared with others. I will keep the content of our discussion confidential.
- Recognize that the apprentice's time is valuable and I will be on time and prepared for coaching sessions.
- Revisit coaching on a regular basis with the apprentice to determine if the coaching process needs to be adjusted to better fit her/his needs.
- Maintain updated records on Coaching Companion for goals and hours met.

Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*Coaching Agreement: Apprentice*

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I, \_\_\_\_\_ as the apprentice agree to:

- Actively engage in the coaching sessions through assessing my strengths and needs, asking questions, sharing pertinent information, reflecting, listening, and identifying goals and means to achieve those goals in collaboration with the coach.
- Be open to being observed and receiving feedback.
- Apply and analyze new teaching practices with the support of my coach.
- Participate in the coaching sessions throughout the year.
- Actively participate in Coaching Companion sessions with my coach.
- Recognize that my coach's time is valuable and I will be on time and prepared for each coaching session.
- Provide copies of needed reports to the IHE. (Check in with your IHE for specific needs).

Apprentice Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*Coaching Agreement: Employer*

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I, \_\_\_\_\_ as the Employer agree to:

- Provide support to both the coach and the apprentice through monthly email, in-person, or phone check-ins.
- Address any questions regarding progress related to coaching goals to both the apprentice and the coach.
- Discuss monitoring/ evaluation data with the apprentice prior to communicating with the coach.
- Acknowledge that coaching data and activities are not used for supervision and the apprentice determines what coaching data will be shared with me.

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_