

**Client** XXXXXXXXXXXXXXXX

**Address** XXXXXXXXXXXXXXXX

**Telephone** XXXXXXXXXXXXXXXX      **Email** XXXXXXXXXXXXXXXXXXXXXXXX

**Overall Intention** XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**Schedule** We have agreed a series of four 1 hr sessions,  
 1. T  
 2. X  
 3.  
 4.  
 Sessions will be face to face at 22 Ambrose Rd, Bristol BS8 4RJ/by skype/telephone

**Changes** If you need to reschedule an appointment, please let me know 3 days in advance to avoid a cancellation charge of charge of 50% - 100%.

**Extra time** If you need urgent support or want to share a success with me, please ring me or send an email, leaving your contact details and times when you are available.

**Problems** If you have any concern about the way we are working, please tell me directly as soon as possible so we can discuss the issue in order to make the supervision work effectively for you.

**Confidentiality** The supervision relationship is confidential. I will not disclose information which you share with me during our sessions, except under supervision myself, or with your permission, or in cases where there is a legal/moral obligation on me to do so.

**Code of Ethics** I am accredited as a coach with the International Coach Federation and bound by the ICF Code of Ethics. I have trained as a supervisor with Coaching Development. You may refer to either of these bodies if necessary.

**Charges** We have agreed a fee of £XXX per hour

**Nature of supervision** Supervision is a collegial process, where the supervisee brings aspects of his or her coaching practice to consider with the supervisor. It provides a reflective space in which to learn from experience, share concerns, receive support, share success, gain new perspectives, receive feedback and guidance, consider ethics and plan for the future.

**Contact details** As a client, you agree to your name, email address and telephone number being passed to the International Coach Federation for the purpose of occasional checks carried out on members of the ICF.

*Client* \_\_\_\_\_ *Date* \_\_\_\_\_

*Supervisor* *Sarah Gornall* \_\_\_\_\_ *Date* \_\_\_\_\_