

LEADERSHIP COACHING PROGRAM

AUTHORISATION FORM



PLEASE COMPLETE AND FORWARD TO: ORGANISATIONAL DEVELOPMENT
HUMAN RESOURCES BRANCH

This form is to be used by university leaders engaging in a leadership coaching program. This form authorises the engagement of a leadership coach and details the development objectives for the coaching relationship.

STAFF MEMBER DETAILS (PLEASE USE BLOCK CAPITALS)

Staff ID: _____ School/Branch: Work phone:

Title: Family name: Given names (in full):

Direct Manager

PRIMARY OBJECTIVE(S) AND ASSOCIATED GOALS FOR LEADERSHIP COACHING RELATIONSHIP

Define the primary objective(s) for the leadership coaching relationship.

Development Objective	Measures of Success
•	•
•	•
•	•

CONFIDENTIALITY AGREEMENTS

All leadership coaches have signed a Consultancy Services Agreement which outlines the confidentiality of the coaching engagement. Additionally stakeholders agree to the following boundaries of confidentiality:

- For an effective coaching relationship, the Leader (“Coachee”) must be able to open up and share information with the Coach without fear that the information will be shared inappropriately or without their approval. Therefore, the content of the coaching sessions shall remain confidential between the coach and Coachee.
- Mid-point and Completion reviews relating to the progress against development objectives will be shared with the leader, their direct manager and Organisational Development.

If the leadership coach believes that confidential information is being requested, the coach will communicate with the leader before openly sharing the information in question.

AUTHORISATION OF LEADERSHIP COACHING

I consent for my direct report to engage a leadership coach and, conditional on the pending coaching brief, approve the funding of the leadership coaching program.

Direct Manager: (To support application and recommend approval)

Name (please print):Signature:Date:

Leading at Adelaide	Leadership Coaching Authorisation Form	Effective Date:	1 December 2012	Version 1.2
Authorised by	Acting Associate Director, Organisational Development and Strategy	Review Date:	1 December 2013	Page 1 of 1