**One IT Peer Coaching Program**

**Peer Coaching Agreement**

Candidates for peer coaching may be interested in sharpening specific work-related behaviors to achieve their potential and/or navigating through work-related challenges. Peer coaching is an interactive, one-on-one process for providing guidance and encouragement to improve work-related behaviors by addressing each person’s unique challenges and improvement priorities.

This document serves as a set of principles clarifying the roles of the peer coaching program participants.

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| **Peer Coaches Expectations**  |
| Helps the peer to improve specific behaviors   | Achieves improvements in performance in the work environment   |
| Challenges and pushes the peer to improve    | Accepts the peer coach’s support and advocacy. Gives the peer permission to challenge him/her on weaknesses and improvement priorities   |
| Asks questions, listens, and challenges answers to prompt self-examination, exploration, insights, and improvements   | Makes decisions and choices, tries new behaviors, analyzes their impact, and overcomes weaknesses   |
| Strives to be honest and direct and transparent  | Observes his/her situation and environment, discusses issues openly with the peer coach, discovers insights [“aha moments”], and improves behaviors   |
| Offers suggestions, tips, and techniques to help the peer to grow, develop, and overcome weaknesses   | Keeps information obtained by the peer coach confidential; information may be disclosed if required by law or GA Tech policy.  |

Throughout the peer coaching process, the peer coach will agree to:

* Focus on improving business-related behaviors and refrain from using peer coaching as therapy.
* Engage in peer coaching at least once a month
* Attend peer coaching kick off

Throughout the peer coaching process, the peer coach will agree to:

* Focus on the peer coach’s workplace behavior.
* Be an advocate for the peer coach’s best interest

If at any time during the peer coaching process the either party wishes to end the arrangement, either party has the option of opting out by submitting a written notice to the One IT Peer Coaching Program Team.

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Peer Coach                                        Date

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Peer Coach           Date