

# Pro Bono Coaching for NGO Effectiveness

## 卓有成效的 NGO 公益教练项目



### Coaching Agreement

#### 教练协议

As part of APAC's [The Asia Pacific Alliance of Coaches] mission to “inspire new heights of human potential, achievement and creativity”, we have initiated pro-bono (complimentary) coaching to support leaders in NGOs (mostly small to medium sized) in the hope of impacting the community at large.

作为APAC（亚太联盟教练）使命：“激发人之潜能，成就创造新高度”的一部分，我们开展公益教练项目，通过支持中小NGO组织的领导者以期提升组织在社会中的影响作用。

APAC welcomes your participation and invite your collaboration and cooperation in our ongoing efforts.

APAC欢迎您的参与，并在我们发展进程中邀请您协作与合作。

This agreement sets out the terms under which coaching services are offered and accepted.

本协议规定了在以下教练服务情况中，提供和接受服务的条件。

**Coaching Offer:** Each coachee is offered a maximum of 6 hours complimentary coaching over the period of June to November 2011.

教练服务提供

被教练者在2011年6月至11月期间，可得到最多6小时的教练服务。

The coaching schedule shall be agreed between the coach and coachee. It is expected that typically the coaching will be provided in 4 – 6 sessions.

教练时间安排由教练和被教练者共同确认，教练活动一般为4-6节。

Coaching will, wherever practicable, be a combination of face to face and on the phone. Where it is not practical, it is encouraged to conduct the coaching in the language where the coachee is most comfortable.

教练形式适用于面对面教练和电话教练的组合。在不注重实际工作能力的方面，鼓励以被教练者习惯的语言引导教练过程。

**Commitments:** The coachee agrees to:

承诺

被教练者同意：

- meet / contact the coach at the scheduled time and commit to all coaching sessions agreed
- 在约定的时间会见/联络教练，并同意对教练活动全程做出承诺。
- participate in the evaluation of the coaching process
- 参与对教练过程的评价。
- maintain copyright of all material provided by the coach. This means materials provided may only be reproduced with the express written permission of the coach
- 保护教练提供材料的版权，意即只有在得到教练书面许可的情况下，才可复制材料。

The coach agrees to:

教练同意：

- explain to the coachee what coaching is and is not
- 向被教练者解答教练服务的性质（是什么，不是什么）。
- explain to the coachee the content of the coaching agreement if it is not clear
- 向被教练者清晰解答教练协议，使之理解。

# Pro Bono Coaching for NGO Effectiveness

## 卓有成效的 NGO 公益教练项目



- maintain coachee confidentiality
- 保护被教练者的隐私。
- not actively solicit business from the Coachee or his / her organisation.
- 不得主动与被教练者或其组织联络商业活动。

**Cancellation of Agreed Session:** In the event that the coach or coachee is unable to attend a coaching session a minimum of 24 hours notice must be provided and confirmation of cancellation received

取消会议的约定  
如果教练或被教练者在约定的时间内不能参加一次教练活动，必须提前24小时以上通知对方并确认取消。

**Continuation of Coaching:** Coachees, who so desire, may continue to meet with their coach once the coaching covered by this agreement is concluded. In such cases it is the responsibility of the coach and coachee to discuss and agree the terms upon which further coaching services will be provided.

教练活动的延续  
如被教练者有强烈愿望，在本教练协议终止后可以继续与其教练开展一次教练会议。在这种情况下，教练和被教练者有责任讨论和确定进一步的教练服务的条款。

**Legal Disclaimer:** The coachee acknowledges that the coaching service is not therapeutic in nature or intent and does not deal with health, abuse or relationship issues for which counseling or therapy might be appropriate.

法律免责  
被教练者知道，教练服务不是自然疗法或意图，并且不涉及健康，习惯的纠正或关系问题可能适用于心理咨询或疗育。

The coachee will not hold the coach in any way responsible for their experience with any of the coaching programs and practices. The coachee accepts full responsibility for all their actions and their results.

被教练者在其各次教练过程及其实践的体验中，不得掌控教练的任何责任。被教练者对其行为和结果负完全责任。

<b>Coachee</b>	<b>Coach</b>
被教练者	教练
Name: _____	Name: _____
姓名:	姓名:
Position: _____	Position: _____
职位:	职位:
Organisation: _____	Organisation: _____
机构名称:	机构名称:
Signature _____	Signature _____
签字	签字
Date: _____	Date: _____
日期:	日期: