



Example 1

Hi <person X>, <person Y>,

Thank you for our discussion today. I wanted to summarize what we discussed on my ‘coaching contract’:

We talked about what I would need to achieve in order to be successful.

1 Engage the Scrum Master community and offer coaching, teaching, and feedback. The desired change here is that the Scrum Masters are able to guide their teams more effectively (e.g., guide the team in choosing between Kanban and Scrum) and that the Scrum Masters take the lead in organizational changes.

2. Facilitate the change from a SAFe-based structure to a LESS-based structure.

Discussed, but out of scope:
Helping the POs to learn to delegate

Other things we discussed:



Coaching Contract Examples – ICAgile Certified Agile Team Coach

With respect to confidentiality: anything discussed within the setting of a (1-1) coaching session remains confidential.

Split in responsibilities between <person X> – <person Y>: <person X> is to be contacted for any line manager issues (wrt to the SM), also when there is something urgent that needs to be highlighted on the management level. For all other things, <person Y> is the first contact point. The three of us will sit together every two weeks to discuss how it is going.

I hope the above summarizes what we discussed. If something needs to be added/adjusted: please let me know.



Example 2

Social contract – roles and responsibilities

I have two roles:

- Help the team get things done and guide them towards ‘high-performance’
- Suggest any (Agile) improvements on the organizational level if I see an opportunity

Not part of the coaching contract: coach the other Scrum Masters.

Alliance

I am requested to always be brutally honest in any discussion with my manager.

Working agreements

My manager and I will have a 1-1 every week. In between, Slack is our main tool for communication.