

Partnership Contracting & Alignment Resource

This resource is designed as a reusable tool for structuring conversations with your client, co-coach and/or as a reflective practice tool and for supervision.

Define the Shared Vision & Goals

What is the mutually desired overall outcome of this partnership?	
How do these goals align with each party's strategic imperatives?	
What does success look like for all partners involved?	

Clarify Mutual Expectations

What are each party's roles and responsibilities?	
What behaviours or values are essential for partnership success?	
How will accountability be shared and tracked?	

Identify Risks and Mitigation Plans

What potential risks or challenges could impact the partnership?

How will these be managed or shared collaboratively?

How will accountability be shared and tracked?

Set Engagement Objectives

What relevant change or outcome is needed?

What learning outcomes will contribute to ROI or strategic goals?

How will effectiveness be measured?

Who will be responsible and accountable for these outcomes?

How will they be shared with others?

Establish Transparent Communication Practices

What communication channels and cadence will be used?

How will feedback and concerns be raised constructively?

What are the mechanisms for ongoing dialogue and re-contracting?

Define Success Metrics & Review Timeline

Which KPIs or shared outcome measures will demonstrate progress?

Who will be responsible and accountable for these outcomes?

How often will progress reviews and contract adjustments occur?

Who is responsible for monitoring and reporting?

How will they be shared with others?

Commit to Continuous Improvement

How will partners collaborate on innovation and growth opportunities?

How will successes be shared and celebrated?

How will changing circumstances be addressed?

General Comments