



# Lean 360° Online Coaching Programme Terms of Reference

*This agreement documents the goals and expectations in this coaching relationship.*

## About the Lean 360° Online Coaching Programme

This programme is a coaching relationship between an experienced and caring Lean professional (the Coach) and a novice Lean practitioner (the Coachee) in a developing country and/or an NGO who eagerly desires to grow in his/her ability to fruitfully apply Lean thinking and tools and to grow Lean in his/her context. This coaching is provided pro bono (at no cost) and virtually. The Coachee is either a Quality Champion in a developing country that is part of the ITC's Quality Champions programme, or an employee in an NGO that provides development and/or humanitarian assistance.

## About the Coach and Coachee

Information	Coach	Coachee
Name		
Job title		
Organisation		
Email address		
Mobile phone		
Country		

## About the Coachee and his/her goals

What	Description
Lean background of the Coachee	
Lean objectives of the Coachee	
Specific areas the Coachee would like help with	

## About the engagement

What	Description
How often we meet	<input type="checkbox"/> Weekly ( <i>recommended</i> ), <input type="checkbox"/> Every two weeks, <input type="checkbox"/> Other:
Standard day & time	Day of week:      Start:      End:      Time Zone:
Start & 3 mo. review	Start date:      3-month review date:

## Best effort

The Coach and Coachee agree to give their best effort to make this coaching engagement benefit the Coachee and the application, impact and adoption of Lean principles and practices in the Coachee's work and organisation. We commit to doing this for three months, and at the end of this time to review and consider continuing. If we are unable to meet our commitments or if we sense something is not working well or could be done better, we will inform each other and discuss to make needed adjustments.

## Date of agreement:

\_\_\_\_\_ Coach

\_\_\_\_\_ Coachee