READY-TO-USE TEMPLATE

A Peer Coaching Partnership

A reciprocal coaching agreement, a repeatable session, and a small experiment log.

40 minutes | A recurring practice for two colleagues

Use the supplied wording as it is, or change it together. The Word file and Notion template are editable. Keep only notes you need.

Agree the partnership

Discuss choice, boundaries, scheduling, and what happens if either person wants to stop. Avoid pairing people where a reporting relationship makes candor costly.

We will meet every [interval] for [duration]. We can decline a topic or end the arrangement without explanation. We will agree what stays between us and any limits to that privacy. This is peer learning, not therapy, supervision, or a hidden performance review.

0-5 minutes · Choose the work

Each person names a current situation. Agree equal time or an intentional exception.

What would be useful to think through today? Would you like questions, reflection, or ideas after we understand the situation? What happened with the experiment from last time?

Notes and changes for our situation

A Peer Coaching Partnership

WORKING AGENDA / CONTINUED

5-18 minutes · Person A thinks aloud

The listening partner asks one question at a time and checks understanding before offering advice.

What happened? What matters to you here? What might another person be noticing? Which part is within your influence? What condition is making this harder? What small next step could help you learn?

18-31 minutes · Swap roles

Protect the second person's time. Do not turn their situation into an example of your own.

Person B brings their situation. Person A listens and asks before advising. If an idea is invited: "One possibility is __. What fits or does not fit your situation?"

Notes and changes for our situation

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WORKING AGENDA / CONTINUED

31-38 minutes · Choose a small experiment each

The person doing the work chooses the action. Do not make the partner responsible for enforcing it.

I want to learn:
I will try:
Who else needs to agree:
How I will limit the downside:
What I will notice:
When I will return to it:

38-40 minutes · Review the partnership

Keep notes optional and limited to agreed learning. Revisit the arrangement after three sessions.

What helped your thinking today? What should I do differently as a partner? Is the time and format still useful? At our next session, we will begin with what happened, including if the experiment did not happen.

The thinking behind it

Learning needs a place to return. A peer can help you notice how your choices and the surrounding conditions interact, while leaving ownership of the next step with you.

Read You Have a Culture Problem by Nic Payne

Keep the useful part

A shared record, not a transcript. Agree what belongs here and what should stay private.

Date / people / purpose

What we agreed

Next step / owner / support / date

What remains open

When we will return to it

Did I help my partner think, or steer them toward my preferred answer?