

# Corporate Sponsored Coach Training Mentor Coaching Guide

## Overview

Coach assessment is key to measuring a coach's growth. When providing or receiving feedback as part of a coach assessment process, it is very important for there to be a balance between the art and science of a coaching session. Additionally, the impact a coaching session can make for a client is distinct from the performance of the coach.

The Corporate Sponsored Coach Training program offers coach assessment in four ways throughout program:

- Peer Feedback during breakout sessions
- Trainer Feedback during live sessions
- 1:1 Mentor Coaching
- Group Mentor Coaching

This document will highlight the requirements and processes for the 1:1 and Group mentor coaching assessments.

Mentor Coaching is defined by the ICF as a process which "consists of coaching and feedback in a collaborative, appreciative and dialogued process based on an observed or recorded coaching session to increase the coach's capability in coaching, in alignment with the ICF Core Competencies." The purpose of mentor coaching is to help a coach better understand how to grow in demonstrating the ICF's Core Competencies within a coaching session.

1:1 mentor coaching sessions will feature the trainer sharing and discussing an assessment for the participant's recorded coaching session. Group mentor coaching sessions must have no more than 10 class participants who will work with their mentor coach to review assessments of recorded sessions, observe and respond to feedback from the mentor coach, and provide peer feedback. At times, a group mentor coaching will also include live coaching practice with feedback.



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## Schedule

Participants will be expected to complete 10 hours of mentor coaching throughout the program: 4 hours 1:1 with the trainer and 6 hours in group mentor coaching sessions. These mentor coaching sessions will begin by the end of the first 12 live class sessions.

### **Sessions 7-12**

- 1 - 1:1 Mentor Coaching Session

### **Sessions 13-18**

- 1 - Group Mentor Coaching Session (2 hours - 1 Assessed, 1 Observing)

### **Sessions 19-24**

- 1 - 1:1 Mentor Coaching Session

### **Sessions 25-30**

- 1 - Group Mentor Coaching Session (2 hours - 1 Assessed, 1 Observing)

### **Sessions 31-36**

- 1 - 1:1 Mentor Coaching Session

### **Sessions 37-42**

- 1 - Group Mentor Coaching Session (2 hours - 1 Assessed, 1 Observing)

### **Sessions 43-48**

- 1 - 1:1 Mentor Coaching Session (Final Assessment)



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## Process

### Recording a Session

Coaches must obtain permission to record sessions with the practice clients they coach during their recorded sessions. Coaches will need to have a signed contract with their practice clients in order to record the sessions. Coaches are encouraged to use the [ICF's sample coaching agreement](#) to help them build their contract. Coaches will need to make sure that the contract includes a clear permission to record the sessions for training purposes (to be shared with Corporate Sponsored Coach Training) and for the ICF's review as well (as part of the ACTP application).

Recorded sessions should be between 20-50 minutes in length. Using a service such as Zoom can help facilitate the recording of a coaching session.

[How to Host a Zoom Meeting](#)

[How to Record a Zoom Meeting](#)

### Submitting a Recorded Session

Coaches will be required to send an uploaded copy or link to an uploaded copy of the audio recordings of their coaching sessions to their trainer. This can be done by attaching the recording to an email. If the recording file is too large to attach to an email, the coach is encouraged to upload the file to a service such as iCloud, Dropbox, Google Drive, etc. and send a shared link to the recording to their trainer. Recordings need to be submitted one week before the corresponding 1:1 Mentor Coaching Session or Group Mentor Coaching Session.



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### Booking a 1:1 Mentor Coaching Session

During this round of training coaches can book their 1:1 Mentor Coaching Sessions here:

<https://coachbryanhart.youcanbook.me>

1:1 Mentor Coaching sessions will be held in the Zoom classroom here:

<https://zoom.us/j/2194695219>

### Scheduling a Group Mentor Coaching Session

Group mentor coaching is scheduled in 1 hour sessions where you join as a coach being assessed or a coach observing the assessment of other coaches. During the program, you will need to attend 3 hours of group mentor coaching while being assessed and 3 hours as observers. The timing for these sessions is outlined in your syllabus.

You can schedule your group mentor coaching here: <https://csctgmc.youcanbook.me/>

When being assessed, make sure to submit your recording a week in advance. If a group mentor coaching only has coaches sitting in as observers, we will focus on live practice and feedback. Group mentor coaching will also meet in the Zoom classroom.

### Final Assessment

Coaches must achieve a pass grade by their final assessment. A pass grade is defined as aligning with the ICF's expectations for a coach applying for a Professional Certified Coach credential. The trainer will work with coaches to help them prepare to pass by the final assessment. If a coach fails to pass by their final assessment, they may retake the assessment one more time before having to pay for further assessments.

