

How to Prepare for your Individual Mentor Coaching Sessions

by Carly Anderson, MCC

I've created this document to support mentoring clients who are preparing to submit to ICF for their MCC, PCC or ACC credential. Please read this document carefully, and return to it as a valuable resource.

Your coach-specific training hours, 10 mentor coaching hours, and your logged client coaching hours form the administrative part of the ICF application process. ICF no longer require you to submit your client log with your credential application because of privacy laws. Instead, you attest on your application form that you have your coaching log and are ready to submit to ICF in case of an audit.

The evaluation of your coaching recordings is the proof of your coaching skill at the level you are applying for. ICF calls these coaching recordings, "Performance Evaluations."

For MCC and PCC, you need to submit two of your coaching recordings, along with their verbatim transcripts. For ACC, you only submit one coaching recording, with verbatim transcript. ICF allows you to submit two recordings (for MCC or PCC) from the same client, or from two different clients.

If you are participating in the Mentor Coaching Program (MCG), you have 4 opportunities to have your coaching reviewed with me. There is also a Graduate Client rate for further mentoring sessions if you find you want or need more after we've completed the sessions within the mentoring program.

Everyone has three individual mentor coaching sessions with me. Some have a 4th session in lieu of coaching once in the group setting. Coaching in a training environment, which the group sessions are, means you cannot consider submitting a coaching session to ICF that occurred in that environment for your individual credential application.

Each individual mentoring session consists of a 60 minute mentoring debrief session with Carly. Your coaching session recording is the basis for our discussion, with the intention being one (or two) of your reviewed recordings are what you will submit with your ICF credential application.

However, sometimes coaches choose to send me a recording they think isn't at their desired skill level, as they want to discuss how to improve their coaching skills, or their capability to coach a certain type of client or situation. It's up to you which recording you send to me as all will benefit your learning process.

My mentor coaching incorporates elements of coaching supervision (mentoring supervision is a term I like), aligning with ICF Core Competency #2: Embodies a Coaching Mindset. Supervision elements may illuminate aspects of the coach which are well developed, as well as gaps in awareness, or growth opportunities. There is a dynamic cycle of reflection, awareness, consideration, experimentation, and integration.

I will always give you my best understanding as an ICF Assessor (for ACC, PCC and MCC) of the skill level for each recording, so you can make your decision about which recording/s to submit when the time comes. However, I can never guarantee a recording will Pass; it's always your final decision whether you choose to submit a recording to ICF. For example, I may assess a recording in the PCC skill range, and if you are applying for MCC, you may still choose to submit to ICF and see if it passes.

If a recording (or two) doesn't pass the ICF exam process, ICF has a process for you to submit a new recording, at a low fee and expedited timeline to receiving your result. You are still in the ICF application process for your credential, as long as you submit a new recording (or two if ICF say both didn't pass) from 1 day up to 6 months of receiving the email from ICF. If your current ICF credential is up for renewal, ICF will automatically renew your credential when you submit for your next credential, until your next credential is confirmed.

For ICF recertification of your current credential (ACC, PCC or MCC), you are not required to submit coaching recordings to ICF again.

The Individual Mentoring Sessions Process

Again please read and study this blog article, Ten Tips for Recording Coaching Sessions.

Here's the link:

<http://carlyanderson.com/top-ten-tips-for-recording-coaching-sessions-for-your-icf-mcc-pcc-or-acc-credential-application>

ICF requires a minimum of 3 months of mentor coaching, with a minimum of 10 hours mentor coaching. Of which a minimum of 3 of those 10 hours must be individual mentor coaching receiving feedback on your coaching.

You can schedule your first mentoring session any time from when you are given access to the member-only pages, and usually up to 3 months after the last group mentoring session. Some coaches like to start early and get a baseline, while others like to wait until partially or fully through the group mentoring sessions to send their first recording. It's up to you and your learning style. You can always discuss the best option with me, anytime.

For each 1 hour individual mentor coaching session, I review one recording (not multiple recordings). You are welcome to ask me any other questions in the mentoring session, about coaching skills and coaching situations you want more clarity on, which I term mentoring supervision.

We will engage in a mentoring debrief process following a similar format to the group coaching sessions. I ask for your context with this client, what you did well (strengths) and what are some development opportunities (upgrades). I will offer the same to you (strengths, and development).

We'll discuss back and forth. I record the mentoring sessions and send you the audio-only. I delete the audio-visual recording. This means you can review the audio of our mentoring session at your leisure.

You cannot book sessions in advance without having first sent me the following:

- Your audio recording of your coaching session, of between 20 – 60 minutes maximum. I **require a link to download** the recording to my computer as I listen to your recording the day prior to our scheduled mentoring session, and want to ensure I have access to your recording when I need it. I keep downloaded coaching sessions in my Dropbox Cloud account and password protected.
- Your own evaluation of your coaching session using a Core Competency Worksheet (CCW). The minimum you need to complete is Strengths and Development Opportunities at the bottom of the worksheet; all else in the body of the CCW is

optional.

- A verbatim transcript of your coaching session. This must be accurate, not just a voice recognition transcript, and must be sent to me in Word Document format (not PDF).

The reason I don't book sessions without having the above is too many times clients have not had a recording to send in time or feel self-pressure to send a recording because they have the time booked with me. I also book additional time in my calendar in the days prior, so I have time to listen to your coaching session and be fully prepared for our mentoring session.

Transcripts

A transcript is an incredibly useful learning tool. I have consistently observed and had feedback that coaches who have an accurate verbatim transcript to review their own coaching, generally integrate learning faster than those who don't study their own transcript of their coaching.

In our mentoring session, I'll most often refer to what the client said and how the coach responded, and especially for the first 5 - 10 minutes of the coaching session. How well the coach responds to what the client offered, indicates the level of the coach listening, and how well the coach partnered with the client in clarifying the session agreement.

For this reason, I highly recommend you study the first 10 minutes of every recording you self-review, as you will learn a lot about your own coaching.

Transcription Services

Please also review the [Recording Tips member-only page](#) for more information on services. Here's a quick overview.

There are many voice recognition programs available for low cost, and you can use one of those services (such as Rev.com's "AI transcript", Scribie.com, etc.). However, you must "clean" the transcript before sending to me, so please allow more time if you intend to do that yourself. If you'd rather purchase an already corrected verbatim transcript, there are many services.

The correct format is as follows:

Please review the format of any transcript in the MCC, PCC and ACC recordings pages.

Client [timestamp] what client said
Coach [timestamp] what coach said
Client [timestamp] what client said
Coach [timestamp] what coach said
Continue through the transcript this way, starting a new line every time the coach speaks, and every time the client speaks.

Again, I recommend reading the Top Ten Tips Article, here are a few tips.

I recommend you record coaching sessions of you coaching a non-coach client. If you do coach a fellow coach, I highly recommend you agree with them to coach on anything other than their coaching business or being a coach, and preferably to not say they are a coach. ICF Assessors expect your skill level to be higher when you are coaching a fellow coach, as coaches often coach themselves. ICF is evaluating the coach's skills, not what the client is saying or awareness the client receives from the coaching.

The ICF allows recordings of between 20-60 minutes. If you can, aim for somewhere between 40 - 50 minutes. And up to 60 minutes yet not a minute longer as ICF Assessors won't evaluate anything said over 60 minutes. Let the client know you will finish sometime within a 10 - 15 minute window of time, depending on what is occurring in the session. You do not want to rush the ending, as your Presence will be affected, which will also affect your demonstration of some of the core competency skills.

I do not recommend recording once-off coaching sessions for this process, as you need some time to deepen trust and relax into coaching together. Even if you are working with a current client, and you know each other well already, a first session is often where the client will speak more, to catch you up or give you more information about themselves or their situation.

Recording sessions has some coaches feel nervous or anxious and you want to get used to recording yourself coaching. There are some resources on the Bonus Material member-only page too. **Please remember you are only recording for yourself to review your own coaching, and IF you then choose to send to me to review, or send to ICF, that is separate and your choice.**

Please become really good at debating your inner voice that wants to tell you that recording is the issue. You have to remind yourself that every recording is JUST FOR YOU. You get to

decide if you delete the recording, or if you choose for anyone else to EVER hear the recording.

I recommend you first have an intake session with your client to discuss the coaching process and understand their desired coaching outcome/s. You can use my Volunteer Client Intake Questionnaire to model your own form if you want. This is in the Welcome email Dropbox accessible from the **Group Materials Access member-only page**.

I recommend you agree with your client to initially record 3 - 4 sessions (which are 3 - 4 separate sessions after your initial intake session). You may want to do this process with 2 - 3 different clients. If you then want to offer more sessions to one of those clients, you can do so if you feel it is going to be of benefit to you for this process, and the client brings out the best in your coaching abilities. By only committing to 3 of 4 recorded sessions with a client, you are not obligated to continue further.

Some coaches want me to listen to a coaching session with a client they find challenging and they doubt it's at the competency level they are seeking to attain. Whatever recording of your coaching you feel would benefit your learning, is okay for me.

Once we've had the mentoring session, you then consider what you learned from our mentoring, and either choose another recording you have already recorded or record new sessions incorporating distinctions gained.

Generally, you need more time between the first and second mentoring sessions to integrate what you have learned, perhaps 4 – 6 weeks. Please space out your mentoring sessions, such as sending one per month. Cramming mentoring sessions into a short period of time is often less useful as you haven't had time to continue experimenting with your coaching skills.

I always give you my best understanding of whether a recording would pass at the credential skill you are seeking to demonstrate. When sending recording/s to ICF for your Credentialing process, it is always your final decision which recording/s to submit, no matter what my recommendation is. You always make the final decision.

If you have any questions about this process, please email me to discuss. I'm here for you and to support your learning process. Please ask me anything you aren't clear about.

Warmly, Carly carly@thementorcoachinggroup.com
