

Mentor Coaching for ICF Credential Preparation

Updated December 10, 2012

Below is information from ICF documents on recorded sessions. Then on the second page, you'll find some additional tips from me.

RECORDED COACHING SESSIONS

Requirement

PCC and MCC Portfolio applicants must upload two audio recordings of client coaching sessions and two releases of confidential information.

Coaching Sessions

Each recording should be of a complete coaching session lasting 20-60 minutes. The recordings must be recordings of actual client coaching sessions between you and a paid or pro-bono client. The client may not be a coach unless the coach is one of your regular clients. Sessions that occur as a part of coach training may not be used.

Procedure

The recordings and releases are uploaded as part of the online application. We suggest that you make several recordings before you submit one, and that you choose a recording that demonstrates you using a wide variety of the ICF Core Competencies. Keep at least one copy of the recording for your records.

PCC PORTFOLIO APPLICATION INSTRUCTIONS

You should listen to your recording, and make sure that the conversation is audible and clear. The quality and proximity of the microphone is much more important than the bit rate of the recording in determining the overall quality of the recording. Inaudible recordings will result in lower scores and delays.

File Format

- The ICF can accept only the following formats: MP3 or WAV.
- The size of the recording must be 25 megabytes or less. Use a lower bit rate to decrease file size.
- You must upload the actual recording file; a URL to a download location will not be accepted.
- Video or Skype recordings are not accepted.

Release of Confidential Information

You and the clients in the recordings must sign a release form authorizing you to record the session for the purpose of applying for a credential. Only ICF staff and assessors hear the recording, and assessors will not receive your client's full name. You must print off the release at by clicking through from this link to whichever credential level you are applying for: <http://www.coachfederation.org/icfcredentials/become-credentialed/>

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Additional Tips for Recording Sessions (by Carly Anderson)

I recommend you agree with a number of your clients to record every coaching session you do with them. If you coach them by phone, you can arrange to call in to a teleconference line (there are many for free, just Google free teleconference service). Or in-person, start a recording device each time.

At the beginning of each session, you can say something like, “As you know, I am recording sessions for potential use in my coaching credential application. If at the end of the session, or after the session, you’d like the option to not use this recording, that would be fine. Just let me know.”

The benefits of recording every session is that you don’t become fixated on ensuring that this particular coaching session is ‘the one’ and you become anxious, and then you don’t do your natural or best coaching. Nor is every session going to be suitable to demonstrate each competency, either because of where the client is at, the subject matter, or maybe you aren’t feeling at your best.

By recording each session, you can then evaluate after a coaching session whether it is one that you could have your mentor coach listen to and give written feedback by competency, to determine if it is a good recording to submit for demonstrating the credential level you are applying for.

If so, you can go back to your client and ask them to sign a “Release of Confidential Information” form. You can find this release on the ICF website from this link: <http://www.coachfederation.org/icfcredentials/become-credentialed/>

You may end up recording 10 sessions to get 1 session that meets all competency requirements, and is a good subject matter to demonstrate your skills. The point is to make recording so ‘natural’ for you that you forget about being recorded, and just coach.