

Check-list

Performance Evaluation

- ✓ Don't coach your coach colleague or another coach. You risk to fail as coaches self-coach during session. Shine instead!
- ✓ Tell the client that it will be used for your education and might be sent to ICF for review. This consent must be recorded at the beginning of the session.
- ✓ Keep it between 30-45 minutes
- ✓ Include timestamps (not Teams, they are not accurate) Please use www.rev.com
- ✓ ONLY VOICE-no video! Video converted into voice loses many verbal signals and can be misunderstood.
- ✓ If other language than English or Swedish, translation to English must be attached, too.
- ✓ It is a coaching education, so we will assess the coach's performance (not if the client reached the goal or not)
- ✓ Don't discuss *problems*-there is no such a word in the Core Competencies
- ✓ Using the Core Competencies is of vital importance
- ✓ Do not e-mail to check if we received the recording. We always do. If we need anything, we'll reach you.
- ✓ Choose the best session. One attempt is included in your Education.
- ✓ Every retake costs 150€. It takes time to assess a session.
- ✓ Upload it in your portal or link (both options are possible)
- ✓ Do not e-mail your sessions. Everything must be conducted through the portal. Your certificate will also be uploaded in your portal.