

Tips for preparing a recording for ICF Assessors

RECORDING:

1. 30-minute recordings: Even though the ICF allows for 20 – 60 minute recordings, the 30-40 minute mark is best for several reasons:
 - a. Less expense to transcribe
 - b. Less time on the phone as you capture these recordings. If it's a bad one, you don't lose too much time
 - c. Less likely to make a "fatal" error
2. Permission to record: Ask the client for permission to record right after you push the record button.

CLIENT SELECTION:

3. Non-Coach Client: Coaches know how to coach themselves. Select a client who is not a coach to ensure that the assessors will see you demonstrating the markers rather than seeing the client do so.
4. Not all clients are the same: When you coach, you must always coach to the client's needs, not yours. You will find as you go through this process that some clients are more "coachable." For example, they are more future focused, metaphorical in their language, not too strong of verbal processors. You may need to work with a few people before you find a good fit for assessment recording purposes.

PREPPING CLIENTS FOR CALLS:

5. Recorded calls: Explain to the client - in advance - why the calls are recorded and that you will be asking them at the beginning of the call to record.
6. Agenda: Help them to understand that for ICF purposes, they will need to generate their own agenda. They don't have to be super clear coming into the call, but it's best they have an idea of what they want to work on.
7. Outcomes: Inform the client that you will not be generating their actions and that these will come from the client with the guidance of the coach. Oftentimes as we get further into our coaching experience, we are bringing more tools and to-dos so to speak, for our client. For these recordings, actions are best when client-generated.

RECORDING SELECTION:

8. This can be the toughest part – listening to ourselves 😊. Re-listen to any session you think might be a candidate for submittal.
9. Remember that it's not about how great the client's outcomes were – the assessors are not listening for that. They are listening for the *demonstration* of the competencies by the coach.

TRANSCRIBING:

10. Temi is great for quick transcription – highly inaccurate but gives you a general sense of your coaching session.
11. Transcribeme! Is best for those that you are ready to submit to ICF. Sessions will still need some light editing, but will be 80-90% correct from the get-go.