



## **Supervised Coaching by Global Academy of Coaching**

### **Frequently Asked Questions**

*Please read through the questions below and familiarize yourself with the answers prior our first class. Thank you!*

#### **How often do we meet?**

We meet once a week for 5 sessions. You are required to attend all 5 sessions in order to graduate.

In case you cannot make it in a session, please inform [info@globalacademyofcoaching.com](mailto:info@globalacademyofcoaching.com) asap. In case you miss a class and haven't informed GAC at least 24 hours prior to the class you will be required to pay 100 euros to make up for the class.

#### **What time should I dial in for class?**

Please download zoom <https://zoom.us> at your pc.

Then click on Join a meeting and add in the meeting id: 2987907708 three to five minutes before the start of class so we can start coaching sessions promptly at the beginning of the class.

#### **What happens in each Supervised class?**

The first coaching session begins at the exact starting time for each class. Each coaching session is 10 minutes, there is 5 minutes afterward for supervisor feedback and the next session will start immediately thereafter (15 minutes after the start of class, and 30 minutes after the start of class).

During the feedback time, your supervisor will ask you what you learned from the session. Then she/he will acknowledge all of the competencies she has heard in your session. Next, she/he will ask you what you would like to acknowledge yourself for.

Your coaching sessions will coincide with the order your names appear: first, second, and third on the excel spreadsheet you have received attached to your welcome email.

#### **Is it possible to end a coaching session in 10 minutes?**

Yes, it is very possible and has been done by many students before you. To end the session on time is one of the things you will learn in Supervised Coach.

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Tips on ending the session on time:

~Pick a specific topic to work on in the session. You can ask your client: “What do you want to focus on for the next 10 minutes?”

~Begin to wrap up at the **8 minute** mark so that you have time to make a clear request, and then ask the client what they have gotten out of the session.

~Any topics that come up that seem to require more time can be stated as a topic for a future coaching session.

~If you are getting to minute #8 and do not see a clear request, think of the next question you would ask the client. Then ask that question, and have them reflect on it between now and the next session.

### **I can't find anyone to be my client. What can I do?**

You are responsible for arranging for a client to coach for your scheduled coaching session. You can ask the other students in class to see if anyone will be your client or exchange coaching with you during your Supervised experience. Or you can bring in clients: other GAC students or external clients.

You may coach the same person for all of your sessions, or different people for a variety. It is up to you – whatever will serve your learning best.

If your client is not an GAC student, please let them know to call a couple minutes before you are scheduled to coach and then drop off the call immediately after the coaching session is finished.

### **What is on the assessment form, when will I receive it, and what do I do with it?**

You will be sent an assessment form after each time you coach. It is comprised of all of the ICF competencies, and there will be a “C” for competent checked off in each box of each competency you have demonstrated in that session.

The first set of competencies in Setting the Foundation and Establishing the Coaching Agreement will be checked off in the beginning, as these are usually done outside of the regular coaching sessions in an ongoing coaching relationship.

Other competencies will be checked off as time goes on. Please keep the competencies in mind, yet do not have an agenda to utilize a competency during a particular session, as that would be your agenda, not the client's. Just trust the coaching process that the competencies will show up by the end. They always do.

### **What is the feedback like in Supervised Coach?**



In Supervised coach, we will focus on your strengths. You will not be “criticized”. You will be encouraged to develop yourself as a coach.

My intention as your supervisor is to create a safe space for learning. If I hear something that is not coaching, we will have a conversation about it in class. I will ask you questions. I will share my observations. I will acknowledge the competencies.

You will get to know each other very well and build strong relationships from this experience. This is a rich and powerful space. We hear back from former students that Supervised Coaching provided so much learning and helped them develop into strong coaches.

Please give yourself the gift of trying out pure coaching in this space. Refrain from advice, suggestions, or even sharing of your own experience. Let the client lead and set the agenda. Use the formula: 80% listening, and 80% of the other 20% asking open ended questions and acknowledging. Open ended questions usually start with ‘what’ or ‘tell me more.’

You will increase your coaching mastery as you coach, listen to your peers as they coach, hear my feedback and acknowledgments, and acknowledge each other as well. Please know that we are here to support you to be the best coach you can be!

Keep Thriving Coach!