CLCI Submission Call Framework

Certified Life Coach Institute

For Coaching Mentorship & Performance Evaluation

Let's get started...

CLCI Submission Call Framework

Welcome to the Submission Call Framework, designed specifically for coach participants preparing to record their coaching sessions. The purpose of this document is twofold:

1. **CLCI Performance Evaluation:** For coaches seeking ICF (International Coach Federation) credentialing, this framework ensures that your submitted coaching sessions align with ICF guidelines and standards. Adhering to this structure not only showcases your professionalism but also ensures the recorded session's validity for evaluation purposes. **Towards the end of this document are also requirements for the accompanying transcript.**
2. **CLCI Coaching-Mentoring Program:** Beyond credentialing, this framework aids in structuring your coaching sessions for mentoring. Whether you're sharing your sessions in a one-on-one setting, within group mentoring, or for performance evaluations, following this guide will ensure clarity, purpose, and a conducive environment for both you and your client. By following the guidelines outlined below, you're taking a significant step towards maintaining integrity, transparency, and focus in your coaching practice. Always remember, while the structure is crucial, the genuine connection and transformation you facilitate for your clients is the heart of coaching.

Audio Requirements

The recording must be a single audio only file of less than 95 MB (no video/pictures) in the following formats: MP3, WMA, MP4 or M4A (audio) format. When naming your file(s), ensure that you use only letters and numbers and no special characters.

Recorded Coaching Submissions

Meet with the client before starting any recording and state the reason you intend on recording the session. Be sure they acknowledge your request, and thank them for agreeing to the sample session.

Remind them that the session is for review, and you'll be taking between 25- and 35-minutes total for the conversation. (Per ICF guidelines, credential submission calls must be at least 20 minutes and no longer than 60 minutes.)

Be sure that you BOTH have ANY AND ALL apps/distractions **TURNED OFF**. Silence phones, turn off any message notifications that may be running in the background.

After pressing record, capture this in the recording of the session:

> "This is [COACH'S FULL NAME], I'm here with [CLIENT'S FIRST NAME ONLY] today and we are doing a session for submission for [COACHING MENTORSHIP/PERFORMANCE EVALUATION]. [CLIENT'S FIRST NAME ONLY], do I have your permission to record this coaching call for submission to, and review by, my mentor, mentor group, and/or Certified Life Coach Institute for my evaluation?"

When the client **verbally agrees**, thank them and begin session.

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To set the session contract (Competency 3) be sure to ask:

1. What do you want to focus on in our time together today? (Notice there is no numeric figure for time here – that is intentional.) Ask a question or two here to get a clearer understanding of the client's topic and focus before asking the next question below.
2. How will you know you've achieved that outcome by the end of this session?
3. What is important to you about this topic?
4. What needs to be addressed to create a shift for you?

Confirm the session contract with a closed ended question: "To clarify, we're talking about (topic/focus) and you'd like to achieve (outcome) in our time together today. Do I have that correct?"

Proceed with coaching – remember to stay in coaching mode with questioning/discovery/uncovery approach. Don't focus too much on getting "the perfect" recorded session. Give the session the client needs, not the one you want.

At wrap-up time, reflect over the session: (NOTE: Depending on the flow of the session, items 2 and 3 below might take place in opposite order.)

1. Mention the original topic, ask how they are feeling at this moment in regard to it
2. What is their learning/takeaway from the session?
3. What is their next step?
4. Book next session ("Same time next week?")

Thank them and stop recording.

CLCI Transcript Framework

For your final CLCI Performance Evaluation, you must also provide a transcript of the entire coaching session.

1. The transcript must be a word-for-word (verbatim) record of the coaching session(s), submitted in the language in which the session is held. NOTE: If CLCI does not offer a performance evaluation in your language, you will need to submit a transcript in the language spoken AND an English transcript.
2. The Transcript must indicate who is speaking—the coach or the client—at any time in the conversation.
3. List the coach's statements and the client's statements on separate lines of the transcript.
4. Transcript must include timestamps at every change in speaker (coach and client).
5. Transcript must be submitted as a (.pdf, .doc, .docx) file. No other file formats will be accepted.
6. When naming your file(s), ensure that you use only letters and numbers. Please be sure there are no special characters in your document name (ie. ? / | \ ! @ # = $ % +) in order to avoid issues when uploading your file.