**CTF Coaching Process – A Guide for Certification Coaches**

**Revised Jan 2018- formerly called primary mentors and mentoring process**

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| **Phases for CTF Coaches** | **Encouragement | Exploring Phase** | **Intentional Journey Phase** | **Portfolio Preparation Phase** | **Assessment Preparation Phase** |
| **Description** | * **Staying “in touch” with facilitators who express serious interest and who exhibit “promise”**
* **Mostly unstructured**
 | * **Serious Candidate begins work on portfolio**
* **Structured Relationship with Mentor established**
* **This is a porous step with the previous phase**
 | * **Candidate is preparing electronic portfolio –includes all requested parts**
* **Porous walls with phases on both sides**
 | * **Certification Coach is examining Portfolio and working with Candidate related to their story**
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| **Candidate Work/Role** | * Facilitator is self-motivated – asks questions – seeks answers
* Finds own gigs – schedules & participates in pro-bono & paid work
* Networks & attends CoP if available - consider the Virtual Certification Cohort (March to December annually)
* Observe & reflect on other facilitators’ facilitations
* Participates in information/orientation session about CTF
 | * Acquires & reads Certification Guide
* CTF application is completed and application fee is paid
* Formally establish a Certification Coach relationship and clarifies how other mentors my support his or her journey
* Clarify with Coach
	+ A regular check-in time & mode
	+ What and how likes to work
	+ The candidate’s facilitation journey – past, present, & future
	+ Mutual expectations
	+ Certification Coach compensation options
* Have an active facilitation practice
	+ Proactively find facilitation work
	+ Participate in local Community of Practice if available
	+ Co-facilitate
	+ Do reciprocal reflecting with facilitation colleague(s)
 | * Using CTF Guide and Checklists, prepares all necessary pieces for the assessment
* Makes arrangement for 5 client observations & 2 Mentor/CTF observations – sends emails to National CTF Coordinator
* Has discipline & support that works to accomplish goals
 | * Prepare story about how methods impact your work, your practice, life stance – What is drawing you to this work?
* Pays balance due for Assessment to ICA – deadline is 2 weeks ahead of the Assessment date
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| **Phases for CTF Coaching** | **Encouragement | Exploring Phase** | **Intentional Journey Phase** | **Portfolio Preparation Phase** | **Assessment Preparation Phase** |
| **Certification Coach Work/Role** | * Encourages with quick notes/email – answers questions
* Provides feedback when you observe them and when requested
* Starts candidate writing reflections on every facilitation experience
* Suggest contact with other facilitations, observe other experienced ToP facilitators
* Encourage registration into advanced ToP classes, including MToP, DFC, TSI
 | * Shares templates, constructs, resources
* Encourages Mentee to make a personal Action Plan
* Establishes a Certification Coach relationship and identifies how other mentors will support as well
* Certification Coach reviews designs and offers suggestions/ideas for improvement – encouragement
* Certification Coach participates in regular feedback and as one of the two observers for the candidate, completing Mentor Observation Survey
* Shares recommended resource list (books and videos)
 | * Share examples of electronic and paper assessment portfolios
* Certification Coach is one of the Mentor Observers of the Candidate
* Verify that candidate has 5 client observations and 2 Mentor/CTF observations completed
* Certification Coach checks for portfolio completion
 | * Review & critique portfolio for Assessment readiness
* Do rehearsal of assessment – let candidate know the type of questions that will be asked and format of the assessment
* Help find Assessment date/location
* Know when Assessment dates are coming up
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| **Timeline Span** | Variable amount of time depending on candidate’s motivation | 6 months to 3 years – Negotiate expected timeline commitment | 6 to 12 months – Portfolio documentation events that have occurred within last 3 years | 1 to 2 months – if additional work is needed this will stretch into additional time |
| **Candidates:****Resources References** | * CTF Reflection Template
* CTF Checklists
* FAQ’s
* ToP Network- a place to be making connections
 | * CTF Guide
* CTF Application, event reflection sheet and co-facilitation reflection sheet (Available in word)
* ToP Virtual CTF Cohort particularly for those in an area where there is not a Community of Practice
* MToP Resources if in MToP Class
* ToP Manuals for TFM and TSP
* Recommended Resources list(ToP Network Tool Kit)
* Multiple Opportunities to receive coaching and mentoring
 | * CTF Guide
* Checklists for Assessment
* Portfolio examples
* Handout – How to Organize Portfolio
* Candidates Certification Assessment interview
 | * CTF Guide
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