**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** |
| **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 |
| **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 |
| **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 |