

Job Aid

GROUP and INDIVIDUAL Mentoring

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ICF Coaches – You are in the right place to learn about [mentoring requirements](#) and options to fulfill them.

A New Leaf Coaching offers both **Group Mentoring** and **Individual (1-on-1) Mentoring**. This job aid describes what you may expect from both options. If you have any questions after reading, please [contact Anne Kelly](#) to discuss your coach credentialing goals.

Per ICF guidance, you may earn credit for up to **seven hours of group mentoring**, with at least **three hours earned** working individually with a mentor (1-on-1).

If you want to complete **all ten of your mentoring hours with Anne Kelly**, you will complete mentoring through the [CCEase program](#).

If you would like to earn group mentoring credits only, Drop-in Group Mentoring is open to all coaches wanting mentoring and CCEs.

MENTORING FOR ICF COACHES

Here's what to know to complete your mentoring requirements.



Drop-in Group Mentoring

A CONVENIENT AND COST-EFFECTIVE WAY TO COMPLETE UP TO 7 HOURS OF MENTORING

[Register for Drop-in Group Mentoring](#) and earn 1.25 hours of mentoring AND 1.25 CCEs

Whether you drop-in for one group session or if you have selected 10 hours of mentoring as part of the [CCEase program](#), your drop-in group mentoring will be **scheduled by you at your convenience**.

Note: Mentoring must take place over **at least 3 full months**.

- Group mentoring is offered **alternating weeks on Mondays and Thursdays from 10:00 - 11:15 am ET**. Minimum of 2 and maximum of 6 participants.
- Earn 1.25 hrs Group Mentoring AND 1.25 CCEs per session for \$125. Register for one group or many.
- Attend six sessions and meet ICF Mentoring requirement for up to 7 Group Mentoring hours.
- Registration and payment are required at least 48 hours before each session.
- **Miss a session?** Request a credit toward any future group.
- Don't require mentoring but feeling "stale" or need a CCE refresher?
- All group and 1-on-1 mentoring must be ATTENDED LIVE to receive credit. No mentoring credit will be given for listening to recording.
- Zoom link for group mentoring provided with registration and ends with 6613.



Hint: [CCEase coaches](#) - you may sign up for drop-in mentoring once you've registered for the CCEase program; no need to wait for the first CCEase class! The 3-month clock starts ticking at the first mentoring you attend!

ICF certification **is easier with my** Drop-in Group Mentoring, which is **available four times each month**. Register for one group or more. Earn 1.25 hours of mentoring AND 1.25 CCE for each group attended.

All coaches are welcome to Drop-in Group Mentoring.

[Events and Registration:](#)

https://calendar.google.com/calendar/embed?src=annekelly%40gmail.com&ctz=America%2FNew_York

One-on-one Individual Mentoring

(Available only through the CCEase Program)

THREE HOURS OF SPECIFIC MENTOR FEEDBACK ON YOUR COACHING COMPETENCY

At least three hours of mentoring must be provided individually by a mentor.

To prepare for our 1-on-1 mentoring sessions:

- Obtain permission from at least two clients to record sessions.
- Make a 60-minute appointment with Anne Kelly, and **add a 60-minute buffer** on your calendar afterward to ensure we have sufficient time to debrief.
- Send Anne the recording link (not the whole file) at least 48 hours before our call.
- Zoom link for 1-on-1 mentoring is provided with appointment confirmation and ends with 7070.
- Listen to/view your recorded session and note the specific time stamps and topics you want to focus on. Bring two or three focus areas to each session, with specific times on the recording.



Here's how our 1-on-1 session will flow:

- Note: The time you and I spend speaking with each other counts toward 3 hours of mentoring. The time we spend listening to recordings does not count toward mentoring.
- At the top of our mentoring, you will share with me, or confirm, the specific competencies you would like to focus on. The more specific you can be (a specific PCC Marker or skill), the more targeted my noticing and feedback will be in response. You'll also provide any relevant context about the coaching session I'm about to hear for the first time. (New client? Coach's state of mind? Biases? Sponsor's requirements?)
- What to focus on? Include a balance of focus on behaviors you already do well and behaviors you'd like to do better or differently.
- We will both mute our Zoom cameras and mics and listen/relisten to the sections of the recording you chose. When I am complete, I'll turn my camera on, indicating I'm back, and mentoring will resume.
- You will share your insights and thoughts on the coaching session. I will follow up with my mentoring observations. We will continue the discussion if it is fruitful and competency-focused, drawing to a close when you feel complete.
- We will agree on how many hours of mentoring were completed in our session.



- After each mentoring session, I send notes capturing highlights and a countdown toward completion of 3 hours. Sample is attached on page 5.
- When you have another recording and competency focus, schedule another 1-on-1 mentoring session, sending a link to the recording beforehand. Between mentoring incorporate the higher skills you are learning into work with your clients. Note the effect on your clients.

- Usually, two recordings will yield sufficient areas of focus to support three hours of individual mentoring. Example: You might choose the beginning and end of one session, and some time later use the same recording but focused on a middle portion.
- (Recommended) Read this article by Carly Anderson, MCC, on excellent tips for recording coaching sessions. Shared on my website, with permission: <https://carlyanderson.com/top-ten-tips-for-recording-coaching-sessions-for-your-icf-mcc-pcc-or-acc-credential-application>

The Coaching Agreement Model - A.S.M.A. = A SIMPLE MEANINGFUL AGENDA

I recommend this model to establish and maintain agreements in coaching.

Setting and Agreeing on the Coaching Agenda is essential to professional coaching. Here are the Agreement Markers specified in the ICF PCC Markers. Do this competency well, and the rest of the session is much easier!

TASK	PCC MARKER
What does the client wish to <u>ACCOMPLISH</u> in the session?	3.1
What will <u>SUCCESS</u> look like? Describe concrete, clearly defined indicators of evidence	3.2
Why is accomplishing this goal <u>MEANINGFUL</u> and <u>IMPORTANT</u> to client?	3.3
What <u>OBSTACLES</u> to <u>ADDRESS</u> ? What <u>ALLIES, STRENGTHS</u> and <u>VALUES</u> will help?	3.4

Sample Mentoring Session Notes (sent after 1-on-1 sessions)

Mentor: Anne Kelly, PCC, CMC

Coach: Mentoring Client

Date: July 9, 2024 **Starting hours:** 3.0 **Remaining hours:** 1.75 (1.25 hrs completed)

Coach's focus for this call: Coaching Presence, Direct Communication

General Notes:

- Great awareness of self as coach, accepting that there are “many roads to helping my client, many options, many forks in the road, and it’s OK.” Good awareness of ‘triggers’ that increase how much you share as coach.
- Excellent creation of a safe environment in which your client may risk, share, and explore. (Without safety, learning stops.)
- Good noticing and sharing observations around client’s shifts in energy, posture, tone, etc.

Competencies and PCC Markers discussed:

Coaching Presence: “The coach evidences a complete curiosity that is undiluted by a need to perform.” “The coach trusts that value is inherent in the process versus having any need to create value.” (from Core Competencies Rating Levels, ACC/PCC/MCC)

Direct Communication: “The coach easily and freely shares what is so for the coach without attachment.” “The coach invites, respects, and celebrates direct communications back from the client.” (from Core Competencies Rating Levels, ACC/PCC/MCC)

Mentoring Client Take-aways:

- “The partner I really want to be = coaching presence.”
- “Current techniques establish a healthy relationship with the client. Will put more on the shoulders of the client.”
- Continue to demonstrate Direct Communication, increasing use of clear, articulate, and direct feedback. Ties in/dances with Coaching Presence. “Support the client to choose what happens in the session, encouraging the client to formulate his or her own learning.”
- Incorporate short ‘check-ins’ with client that you practiced today. “Where are you with this now compared to when you started?” “Are we moving in a direction that’s helpful to you?”

Mentor invitation:

- Review the ACC/PCC/MCC competency level ratings looking for behavioral examples of reinforcing curiosity, not knowing the answer, and releasing coach’s agenda.
- There is a link between Coaching Presence PCC Markers and Creating Awareness PCC Markers. Consider how PCC Marker 4.8 (Coaching Presence-“Coach partners with the client by encouraging the client to formulate his or her own learning.”) sets up nicely for Creating Awareness markers around client learning (8.1, 8.2, 8.4, 8.5)