

## Recording Coaching Calls for Mentoring

It's never too early to obtain permission from your clients to record calls and to start building a library of coaching sessions for mentoring.

A few things to keep in mind:

- Select a recording venue that is easy for you, your client, and that provides a shareable link - often an MP3 file. I use either Zoom or [FreeConferenceCall.com](https://FreeConferenceCall.com). Both allow you to listen to, watch, download, and share your recordings. And most accounts are free!
- For three one-on-one session at least two recordings are recommended. For 10, 1-hour mentoring sessions I recommend having five to seven recordings. A **variety of client sessions** is also encouraged so we can listen for and acknowledge your competency working with different individuals, topics, and styles.
- You may present a recording as short as 15 minutes and up to 60 minutes. We will focus on portions of calls that you are most eager to learn about and measure against the ICF Core Competencies, PCC Markers, and what ICF assessors listen for. (<https://coachingfederation.org/credentials-and-standards/performance-evaluations/minimum-skills-requirements>).
- Hours of **mentoring = hours spent talking** minus time spent listening to recordings. Calls begin with a brief check in. Next we will each listen to the recording on our own computer. The mentoring session will resume immediately after listening. Example: If the recording runs 20 minutes and we speak for an additional 60, you will have completed one-hour towards your mentoring requirement. (**Time spent listening to recordings does not count toward mentoring.**)
- If one of your recorded coaching sessions is particularly rich and presents multiple opportunities for acknowledgment it may be the subject of more than one mentoring session.
- You are responsible for **obtaining permission from each client** coached in a recorded call.
- **Please insure your technology and links of recordings work!** If our scheduled session has to be canceled because I am unable to listen to a recording there will be no charge the first time, but there will be a charge for 1-hour of time for any subsequent occurrences. To preclude this I suggest you **send me a link to your recording at least 24-48 hours prior** to our scheduled mentoring appointment.



•**Most importantly**, remember we are both listening for evidence of your continued mastery of the ICF Competencies! Mentoring can be **enlightening, inspiring, and fun**. **Be easy on yourself** and focus on the positive as you discover how you will bring your coaching to next, higher level of mastery for yourself and for your clients!