



## **Mentor Process for the Portfolio Pathway for the First Two Exam Cycles**

The ICHWC has created a portfolio process for coach applicants who have not graduated from an approved transition program to be able to sit for the first two ICHWC exam cycles. The application phase for the first test cycle will launch February 1, 2017, and will remain open until April 15, 2017. The test is scheduled for September 2 through 16, 2017. The second test cycle dates will be posted later.

Part of the portfolio pathway for the first two exam cycles requires that the coach applicant hire one of the mentors listed on this website for all 3 one-hour mentor sessions. The role of the mentor is not to pass or fail the coach applicant (mentee) but to acknowledge strengths and areas for growth and development based on the ICHWC **competencies**. These sessions will be positive and non-judgmental in nature and support a caring, safe space for discovery and learning. The mentee will provide the mentor a 20 to 30-minute MP3 recorded session for each mentor-mentee session. We recommend [www.freeconferencecall.com](http://www.freeconferencecall.com). The mentee will record the mentor-mentee session and save the recordings until 12/3/18. The mentor will provide verbal and written feedback to the mentee. The mentor will charge \$100 per session and the fee will be paid by the mentee to the mentor directly. See below for more details about the mentor process.

### **MENTOR Duties\***

- Model effective contracting of mentor-mentee relationship
- Explore fully with a potential mentee what they are looking to achieve
- Establish measures of success in partnership with the mentee
- Fully discuss fees (\$100 per session paid to the mentor directly by the mentee), time frame, and other aspects of the mentor/mentee relationship
- Ask if the mentee has a release form signed by the mentees' clients to give permission for their sessions to be used for the ICHWC certification process.

- If this is not the case, the mentor will continue with the session only when this has been completed by the mentee and their clients.
- Make no guarantee to the mentee that as a result of the mentoring the mentee will obtain the credential s/he is seeking
  - Conducted the mentor-mentee sessions one at a time for 3 one-hour sessions. (We recommend that the mentee have at least 5 coaching sessions with their clients between mentor-mentee sessions so they can apply the feedback from their mentors and build their coaching skills.)
  - Listen on all levels: physical, intellectual, emotional and intuitive.
  - Become aware of and allow for differences in style, culture, and language.
  - Create a safe and trusting space for the delivery of feedback, using a respectful, clear, judgment free tone
  - Provide specific verbal and written feedback, using targeted examples from the sessions so that:
    - a. The mentee will know exactly what s/he is doing well.
    - b. The mentee understands what needs to be done to develop a deeper level of mastery in coaching.
  - Inform mentees about a process if they have a complaint about an alleged breach of conduct during the mentoring process. Let them know that they must have the mentor-mentee recording and send it to Nicole Pope at [nicole@ichwc.org](mailto:nicole@ichwc.org) so the matter can be addressed.
  - Provide the mentees a form that details the completion of the mentor-mentee sessions that the mentee can send in with their application to sit for the exam
  - Send a copy of the completion form to Nicole Pope at [nicole@ichwc.org](mailto:nicole@ichwc.org)

## MENTEE Duties\*

- Model effective contracting of mentor-mentee relationship
- Explore fully with mentor what mentee is looking to achieve
- Establish measures of success in partnership with the mentor
- Fully discuss fees (\$100 per session paid to the mentor directly by the mentee), time frame, and other aspects of the mentor-mentee relationship
- **Have clients sign a release form to give permission for their sessions to be used for the ICHWC certification process. The mentees keep the release form in their records.**
- Provide an MP3 audio recording of a 20 to 30-minute real client session and send it to the mentor for each mentor-mentee session.
- Record the mentor-mentee sessions and save the recordings until 12/3/18 in case they are needed for audit purposes
- Participate in the mentor-mentee sessions, which are conducted one at a time for 3 one-hour sessions. (We recommend that the mentee have at least 5 coaching sessions with their clients between mentor-mentee sessions so they can apply the feedback from their mentors and build their coaching skills.)

- Realize there is a process if mentees have a complaint about an alleged breach of conduct during the mentoring process, that they must have the mentor/mentee recording, and sent it to Nicole Pope at [nicole@lchwc.org](mailto:nicole@lchwc.org) so the matter can be addressed.
- Include the completed mentee form that is received from the mentor in the application to sit for the exam.

\*These duties are copied and adapted from the work completed by a partnership between the Association of Coach Training Organizations (ACTO) and the International Coach Federation (ICF).  
[http://coachfederation.org/credential/landing.cfm?ItemNumber=2210&\\_ga=1.129851788.1028416146.1461714598](http://coachfederation.org/credential/landing.cfm?ItemNumber=2210&_ga=1.129851788.1028416146.1461714598)

## **MENTORS Will Look for Competency in the Following Areas Realizing That Many but Not All Items Will Be Found in Each Session:**

### **Co-Creating and facilitating the coaching relationship**

- Building trust and rapport
- Being fully present; using coaching “Presence”
- Imparting enthusiasm/zest
- Using nonjudgmental language
- Affirming, acknowledging, validating
- Establishing lines of accountability
- Assuring privacy and confidentiality

### **Exploring**

- Discovering client’s specific strengths and identifying client’s values
- Listening, reflecting, asking powerful open-ended questions, giving direct, nonjudgmental feedback
- Supporting client to self-assess their current state of health and wellness
- Helping the client seek clarity about desired outcomes; frequently asking what success would look like
- Inviting new or broader perspectives
- Helping client to develop a wellness vision for client’s life

### **Action**

- Goal setting, using SMART goals, with short action steps and long range plans
- Working with ambivalence and/or resistance
- Identifying internal and external resources and barriers
- Building awareness of and cultivating motivation

- Tying the action steps to personal values and motivation – making the connection
- Helping client anticipate potential obstacles & plan ways to overcome them
- Adjusting communication style and pacing to the needs of the client

**Mentor should provide mentee feedback in general on items above as well as note observations on the mentee's:**

- Ability to hear feedback non-defensively
- Growth and learning mindset
- Self-awareness of both emotions and thoughts on the coach's part
- Style of educating, when relevant, ensuring that the coach does not spend more than 25% of the time on education, and only does so with client's permission
- Use of a client-centered approach wherein the client's agenda was foremost throughout the session (versus the coach directing or advising from the coach's agenda)
- Awareness of limiting their coaching to a coaching scope of practice (See Health Coach Scope of Practice at [www.lchwc.org](http://www.lchwc.org).)