******

***Patricia Burgin, MA***

***Master Certified Coach***

[www.seattlecoach.com](http://www.Seattlecoach.com)

2727 Fairview Ave. East Suite F

Seattle, WA 98102

206.412.6224

***The SeattleCoach® Professional Training & Development Program***

***The Agreement***

As we get off to a solid start, we invite you to spend some time with the following questions. Some of them will make you pause and reflect, while others will be easier to answer. Taking time to think about your life and the growth you’re starting to be ready for is the best starting point for people who are becoming ready to work with a professional coach—or to become one.

**Your Contact Info**

Your name       Mailing address

City       Zip

Best e-mail address

Best phone number for calling/texting/leaving messages       Today’s Date

**Your Life So Far**

As faculty members, we hold a steady focus on two things: First on helping you learn to the skills and presence required in the craft of coaching, and second to help you to understand and refine how you will bring yourself, your gifts and strengths to your own version of being a professional coach. What are the gifts and strengths and stories that have always been core to your identity? What are the gifts and strengths and stories that might be ready to emerge at this point in your life?

What would you say have been your three greatest accomplishments to date?

1.

2.

3.

If you’ve been accepted into this program, you are already a seasoned leader. What do you see as your existing “craft” or area of true mastery? Write a little about how you can imagine using that expertise or understanding as you build competency as a coach or coaching leader.

What major transitions have you had in the past two years? (Entering or approaching a new decade, a new relationship, leaving a soul-sucking job, moving towards a better one, a new role, a new residence, a loss, change in children’s ages/stages, becoming an “elder” in your professional world, etc.)

In our experience, part of your development as a great coaching leader is having or beginning to build a strong support system of people who know you and what you’re up to, and with whom you can share your progress.  Who are the people in your life who will be tracking with you as you develop your coaching skills and presence, and with whom you can share your insights and discoveries (managers, family members, friends, mentors, etc.)?

**As we begin, we ask that you let these people know about your coach training and development, and your membership in this Cohort. Then, at the half-way mark of our training, we’ll invite you to ask them to comment on what they see in your experiments, changes and even improvements.**

**Potential and Possibility**

What are some of the goals and outcomes you are beginning to envision as a professional coach? What kind of coach would you like to be? Internal? Entrepreneurial? Is there a coaching niche or specialty that you are aiming to serve? Include any other aspirations you have as a coach-in-training.

Much of the richness of coaching, and of developing as a coach, comes in finding a balance between reflecting and doing. For some of us, this is where our spirituality is a resource. As you move into coach training, write a little about how you take time to reflect on your life and work. How do you course correct? Metabolize what you’re learning? How and when do you create an environment that is conducive to your learning?

**Your “Character Strengths”**

Coaching is a highly strengths-based way of working and we’d love to know some of yours as we get underway. Through the course of your career you’ve probably participated in assessments and 360 instruments that have helped you to identify and then to better utilize personal strengths. Can you summarize some of what you’ve learned?

You may also find it useful/interesting to take another brief inventory. ["The VIA Survey of Character"](http://www.viacharacter.org/www/Character-Strengths-Survey) is a free, well-researched questionnaire that will help you to identify your integrated top five (of twenty-four) "Character Strengths." Because this is part of a research project, you will be asked to register, but they won't spam you. Click on the "VIA Survey" button to begin. After you’ve finished the survey, copy your top five “character strengths” into the boxes below. (No need to purchase a report unless you want to.) As we work together, Patty and other faculty members will ask you to keep a copy of your top five Character Strengths in mind. For an eight-minute video summary of the thinking behind the project, [click here](http://youtu.be/U3nT2KDAGOc).

1.

2.

3.

4.

5.

**How this Works**

Our foundational training consists of two Modules. You will receive both a hard copy and a PDF of our **SeattleCoach Playbook**:

* **Module I,** *“The Coaching Alliance: Process, Change and Key Skills,” and*
* **Module II,** *“Personal Presence and the Core Competencies of Coaching.” These first two Modules consist of 75 hours of coach-specific training and equip participants for the first level of certification through the International Coach Federation (ICF) (ACC)*.

**Once you’ve completed Module I and Module II, we always have advanced groups and teams that we design and customize to help you to continue your professional development.**

Our core training takes place through two 15-week Modules (I and II), together lasting eight to nine months. We ask participants to plan on completing both Modules as a part of a strong Cohort and in order to complete the foundational coach-specific-training that is required for international credentialing.

To confirm your seat, please send a check to the address below or [**click here**](https://www.seattlecoach.com/welcome-to-coach-training.html) to pay with your credit or debit card. The payment options:

* ​Payment now for Module I only: $4000 (your payment for Module II will be due when we get to our half-way point)
* Full payment now for Modules I and II: $8500
* A deposit now: $400

Each option includes a non-refundable $400 deposit that will hold your spot and be applied to your tuition.

For each Cohort, Module II begins within a week or two after the close of Module I and includes seven hours of Group Mentorcoaching (an ICF Credentialing requirement) along with written feedback.

Each SeattleCoach Cohort is highly customized in scheduling, class composition and materials. And each Cohort has a maximum size of ten coaches. Because of this, we ask that invited participants reserve their spot in Module I 6-8 weeks prior to our launch. If your company is paying for your participation, we can set up a purchase order with your invoicing system. Just put us in touch with your sponsor and financial administrator. SeattleCoach is a Microsoft Preferred Vendor (#0001125847).

**Withdrawals and Refunds**

If, within twenty-four hours of our first meeting of Module I, a participant decides to withdraw, SeattleCoach LLC will make a full refund, minus the $400 deposit. After that, we consider each coach a committed participant and tuition is non-refundable and can't be transferred for use in individual sessions or for future Cohorts.

If you miss a meeting of your Cohort, we’ll do our best to catch you up, and may suggest a supplementary paid session. If you miss more than four hours of training, (i.e. two of our sessions) we will not be able to give you a completion certificate for your ICF credentialing purposes. Faculty coaches are always available during “office hours” fifteen minutes prior to each of our meetings.

**Related Costs**

Some coaches are not aiming at Certification with the ICF (at least initially). For those who are, these are the additional costs to budget for:

1. In addition to the seven hours of group mentor coaching that are completed in Module II, three more hours must be completed individually with an ICF-credentialed coach prior to applying for certification. These sessions are available from SeattleCoach at a student rate of $250 per session. And as a member of the [SeattleCoach Network](http://www.seattlecoach.com/the-seattlecoach-network.html), discounted individual coaching and mentor coaching stay available to SeattleCoaches for as long we we’re in business.)
2. ICF Membership
3. The cost of the credentialing exam

[**Click here**](https://www.seattlecoach.com/applying-for-your-icf-credential.html) to review the process of applying for initial certification with the ICF.

**How We Do Scheduling**

Our goal with each SeattleCoach Cohort is to complete both foundational Modules within eight to nine months. We know what a big collaborative commitment this requires. **Here’s how we do it:**

1. Once you’ve been accepted into the program, we ask you start reserving your Cohort’s specific meeting times for the full eight to nine months.
2. Then we’ll send out a proposed list of Module I dates (skipping major holidays) and ask you to get back to us with your pre-existing “absolutely-can’t-be-there” dates. We’ll do this again near the start of Module II.
3. Then we do some customizing. If more than one person must be away on a particular date, we may skip that week. If we have to schedule without you, we’ll only do it once per Module.
4. If we find that you have to be away for too many dates, we’ll ask you to consider a different upcoming Cohort.
5. Rarely, a participant finds out during Module I that their schedule has changed significantly and that they are unable to continue with their Cohort into Module II. When this happens, we will help the participant to join another Cohort as they enter Module II providing they can do that within twelve months.
6. If it seems wise to cancel an in-person meeting because of conditions of ice and snow, we will send an email to all participants by 10am on the morning of our scheduled session.

Attendance is a big deal, not only for credentialing purposes, but because the Cohort needs you. If, after we’ve collaborated on scheduling, you miss a meeting of your Cohort, we’ll do our best to catch you up, and may suggest a supplementary paid tutoring session to catch you up. Each Module includes a total of fifteen two-hour meetings, with an hour of required peer coaching between each, along with an hour or two of individual reading and study.

**Expectations of Coaches-in-Training**

We chose terrific people as members of our SeattleCoach Cohorts. Your availability to them, your peer coaches, and to coming to our times together well-prepared are keys to our success. In light of that, we ask that all coaches agree to a few things:

1. Treat attendance as a top priority in their schedules and to participate actively in all of our sessions.
2. If a coach-in-training must miss a session, he or she may be asked to make up the work via individual tutoring with a SeattleCoach faculty member at an additional expense.
3. Following each of our weekly meetings, coaches should plan on one hour per week of peer coaching (with other members of the Cohort). In addition, coaches will receive a “homework/pre-work” email, that will guide you in a second hour per week of reading and study. Our practice is to “flip the classroom” which means that the more thoroughly you read and reflect on the homework/pre-work we send, the more fun we have. We’ll know if you don’t. Just saying.
4. At the beginning of Module II you and the members of your Cohort will be listed with the larger [SeattleCoach Network](http://www.seattlecoach.com/the-seattlecoach-network.html).
5. From the beginning of training, coaches are expected to learn and practice [The ICF Code of Ethics](https://coachfederation.org/code-of-ethics), beginning with the group's process and with their peer coaching. In our months together, you will be equipped, and you will also be coached by your faculty coaches and by other members of your Cohort. Expect to become a good coach and a better person. As a member of this training and development Cohort, and in the partner coaching that is part of it, we ask that you join us in agreeing to maintain the confidentiality of all information that is communicated to you by other group members. Progress is enhanced when group members discuss their work with trusted colleagues and friends outside of the Cohort. Even in these discussions, we’ll expect you to be very careful not to share any specific information belonging to others in your Cohort. Bottom line, SeattleCoach faculty are rigorous about [The ICF Code of Ethics](https://coachfederation.org/code-of-ethics) and we ask you to do the same.

**Which Upcoming Cohort is the Best Fit for Your Calendar and Your Schedule?**

***[ ]* Cohort #40 is designed for Seattle Area locals, meeting most Wednesdays, noon-2pm starting in**

**September 2021. This Cohort will be "Blended": The first Module of our training will meet half in-person at the SeattleCoach Offices on East Lake Union, and half will be virtual. Our hope is that the second Module can be all in-person. We know that re-opening in 2021 is requiring lots of extra communication, so, as always, ​we will work with Cohort members to customize our schedule.**

***[ ]*  Cohort #41 will be a virtual-only Cohort, meeting most Wednesdays, 3-5pm PT starting in late**

**2021 or early 2022.**

The small print: SeattleCoach LLC invests extensive resources into developing The SeattleCoach Professional Training and Development Program for our core service areas (leadership coaching, internal and external coach development, team development, change management, retreats, off-sites, events and executive coaching). So we reserve all ownership rights to materials in our Playbooks and on our website including copyrights, trademarks or logos. This is intended to protect SeattleCoach LLC so that we can teach coaching leaders with the best and most innovative materials and methods while making sure that these resources won't be used unfairly. “Unfairly”means using someone's materials or copying their program simply to illegitimately compete with their legitimate business interests. So we ask that you not reproduce, copy or otherwise duplicate, distribute, lend, sell, or otherwise play fast-and-loose with SeattleCoach materials, without the express prior written consent from SeattleCoach LLC. Be in touch any time with questions about this.

As a part of our training, we’ll provide lots of materials that SeattleCoach LLC has expressly stated that our coaches may customize and distribute to their coachees and clients. Just leave in the attribution on the bottom of each page. It looks like this:

**© Patricia Burgin, MA, MCC**

**Re-printed with permission of SeattleCoach®**

Finally, as the value of an ICF credential grows (and to reduce fraud), the ICF asks SeattleCoach to verify the names of our coaches-in-training.

***[ ]  Please check here if you are willing for us to place your name on our official SeattleCoach roster.***

SeattleCoach sends occasional private email to our coaches with additional resources, SeattleCoach events and news.

***[ ]  Please check here if you’d like to be on that list.***

And we take some pictures of the fun along the way to use in SeattleCoach web presence/communication.

***[ ]  Please check here if using your image related to our coach training and development is OK with you.***

**Sign Here**

***Filling in your name below indicates that you have read this and agree to it.***

The Coach-Training Participant       Date

That’s it! Please mail or **e-mail a copy** of this Agreement to us. And thanks for the thoughtfulness with which you’ve reviewed our questions. We’re excited to have you on board.

To the Journey Then,

 **

Patricia Burgin, MA, Master Certified Coach

Founder, CEO, Supervisor, Co-Creator

Author of [***The Essential Coaching Leader***](http://www.pattyonamazon.com/)and[***The Coaching for Leaders Playbook***](http://www.pattyonamazon.com/)

SeattleCoach Offices: 2727 Fairview Ave East Suite F | Seattle, WA 98102

Phone/text: 206/41-COACH (206/412-6224) **|** [**Zoom**](https://us02web.zoom.us/j/2064126224) **|** [**Bio**](https://www.seattlecoach.com/about-patricia-burgin.html) **|** [**Follow SeattleCoach on LinkedIn**](https://www.linkedin.com/company/18616729/)