

ICF MENTORING OBSERVED COACHING SESSION

COACH'S NAME/
CLIENT'S FIRST NAME:

DATE OF ASSESSMENT:

TAPED OR LIVE:

EVALUATION BY:

TITLE:

COMPETENCY AND DESCRIPTION	REQUIREMENTS	COMMENTS
<p>DEMONSTRATING ETHICAL PRACTICE</p> <p>Ability to understand and consistently apply coaching ethics and standards of coaching.</p>	<ul style="list-style-type: none"> • Demonstrates personal integrity and honesty in interactions with clients, sponsors and relevant stakeholders • Is sensitive to clients' identity, environment, experiences, values and beliefs • Uses language appropriate and respectful to clients, sponsors and relevant stakeholders • Abides by the ICF Code of Ethics and upholds the Core Values • Maintains confidentiality with client information per stakeholder agreements and pertinent laws • Maintains the distinctions between coaching, consulting, psychotherapy and other support professions • Refers clients to other support professionals, as appropriate 	
<p>EMBODYING A COACH MINDSET</p> <p>Ability to develop and maintain a mindset that is open, curious, flexible and client-centered.</p>	<ul style="list-style-type: none"> • Acknowledges that clients are responsible for their own choices • Engages in ongoing learning and development as a coach • Develops an ongoing reflective practice to enhance one's coaching • Remains aware of and open to the influence of context and culture on self and others • Uses awareness of self and one's intuition to benefit clients • Develops and maintains the ability to regulate one's emotions • Mentally and emotionally prepares for sessions • Seeks help from outside sources when necessary 	

Coaching Evolved

COMPETENCY AND DESCRIPTION	REQUIREMENTS	COMMENTS
<p>ESTABLISHES AND MAINTAINS AGREEMENTS</p> <p>Ability to partner with the client and relevant stakeholders to create clear agreements about the coaching relationship, process, plans and goals. Ability to establish agreements for the overall coaching engagement as well as those for each coaching session</p>	<ul style="list-style-type: none"> • Coach partners with the client to identify or reconfirm what the client wants to accomplish in this session. • Coach partners with the client to define or reconfirm measure(s) of success for what the client wants to accomplish in this session. • Coach inquires about or explores what is important or meaningful to the client about what they want to accomplish in this session. • Coach partners with the client to define what the client believes they need to address to achieve what they want to accomplish in this session. 	
<p>CULTIVATES TRUST AND SAFETY</p> <p>Ability to partner with the client to create a safe, supportive environment that allows the client to share freely. Ability to maintain a relationship of mutual respect and trust.</p>	<ul style="list-style-type: none"> • Coach acknowledges and respects the client's unique talents, insights and work in the coaching process. • Coach shows support, empathy or concern for the client. • Coach acknowledges and supports the client's expression of feelings, perceptions, concerns, beliefs or suggestions • Coach partners with the client by inviting the client to respond in any way to the coach's contributions and accepts the client's response. 	

Coaching Evolved

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<p>MAINTAIN PRESENCE</p> <p>Ability to be fully conscious and present with the client, employing a style that is open, flexible, grounded and confident.</p>	<ul style="list-style-type: none"> • Coach acts in response to the whole person of the client (the who). • Coach acts in response to what the client wants to accomplish throughout this session (the what). • Coach partners with the client by supporting the client to choose what happens in this session. • Coach demonstrates curiosity to learn more about the client. • Coach allows for silence, pause or reflection. 	
<p>LISTEN ACTIVELY</p> <p>Ability to focus on what the client is and is not saying to fully understand what is being communicated in the context of the client systems and to support client selfexpression.</p>	<ul style="list-style-type: none"> • Coach's questions and observations are customized by using what the coach has learned about who the client is or the client's situation. • Coach inquires about or explores the words the client uses. • Coach inquires about or explores the client's emotions. • Coach explores the client's energy shifts, nonverbal cues or other behaviors. • Coach inquires about or explores how the client currently perceives themselves or their world. • Coach allows the client to complete speaking without interrupting unless there is a stated coaching purpose to do so. • Coach succinctly reflects or summarizes what the client communicated to ensure the client's clarity and understanding. 	

Coaching Evolved

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<p>EVOKES AWARENESS</p> <p>Ability to facilitate client insight and learning by using tools and techniques such as powerful questioning, silence, metaphor or analogy</p>	<ul style="list-style-type: none"> • Coach asks questions about the client, such as their current way of thinking, feeling, values, needs, wants, beliefs or behavior. • Coach asks questions to help the client explore beyond the client’s current thinking or feeling to new or expanded ways of thinking or feeling about themselves (the who). • Coach asks questions to help the client explore beyond the client’s current thinking or feeling to new or expanded ways of thinking or feeling about their situation (the what). • Coach asks questions to help the client explore beyond current thinking, feeling or behaving toward the outcome the client desires. • Coach shares—with no attachment—observations, intuitions, comments, thoughts or feelings, and invites the client’s exploration through verbal or tonal invitation. • Coach asks clear, direct, primarily openended questions, one at a time, at a pace that allows for thinking, feeling or reflection by the client. • Coach uses language that is generally clear and concise. • Coach allows the client to do most of the talking. 	
<p>FACILITATES CLIENT GROWTH</p> <p>Ability to partners with the client to transform learning and insight into action. Promotes client autonomy in the coaching process.</p>	<ul style="list-style-type: none"> • Coach invites or allows the client to explore progress toward what the client wanted to accomplish in this session. • Coach invites client to state or explore the client’s learning in this session about themselves (the who). • Coach invites the client to state or explore the client’s learning in this session about their situation (the what). • Coach invites the client to consider how they will use new learning from this coaching session. • Coach partners with the client to design post-session thinking, reflection or action. • Coach partners with the client to consider how to move forward, including resources, support or potential barriers. • Coach partners with the client to design the best methods of accountability for themselves. • Coach celebrates the client’s progress and learning. • Coach partners with the client on how they want to complete this session. 	