

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 downloadable/listenable link - usually an MP3 file. I use FreeConferenceCall.com. It allows you to “View detailed call & meeting information or listen to, watch, download and share your recordings.” And accounts are free!
- For 10, 1-hour mentoring sessions I recommend having at least 7 recordings. A variety of client sessions is also encouraged so we can listen for and acknowledge your competency working with different individuals and styles.
- You may present a recording as short as 25 minutes and up to 45 minutes. We will focus on portions of calls that you are most eager to learn about and measure against the ICF Core Competencies.
- Hours of mentoring = hours we spend on calls. For example, if you present a recording that is 45 minutes long, we will listen to the recording either simultaneously or each listen to the call via our own computer. The mentoring session will begin immediately after and may last 15 or 30 minutes. If the recording runs 45 minutes and we speak for an additional 30, you will have completed 1-hour and 15 minutes towards your 10-hour mentoring requirement.
- 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.
- Between 1 and 3 mentoring sessions may address our observations around your skills related to the ICF Core Competencies and may take place without listening to a recording.
- 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 cancelled because I am unable to listen to a recording there will be no charge the first time, but mentee will be charged 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!

