



INTERNATIONAL
COACH GUILD

ICG Mentor Position Description

Mentor Coaching Duties and Competencies

The ICG defines Mentor Coaching as providing professional assistance in achieving and demonstrating the levels of coaching competency demanded by the desired recognition level sought by a coach-applicant (mentee). Furthermore, Mentor Coaching means an individual (mentee) being coached on their coaching skills, the ICG Core Competencies and the ICG Code of Ethics rather than coaching on other topics unrelated to the development of an applicant's coaching skill.

Duties

ICG Mentor Coaches:

1. Model effective initiation and contracting of client relationship. For example, have in place an effective contract with your client – mentee
2. Explore fully with a potential mentee what they are looking to achieve and the outcome of the coaching relationship
3. Ensure both are clear about the purpose of the mentoring sessions
4. Establish measures of success in partnership with the mentee
5. Fully discuss fees, time frame, and other aspects of a Mentor Coaching relationship (minimum requirements are 3 sessions)
6. Inform the mentee regarding all aspects of the ICG Code of Ethics
7. Support mentee self-confidence by encouraging potential mentees to interview more than one mentor coach candidate in order to find the best match
8. Make no guarantee to the mentee that as a result of the mentoring the mentee will obtain the recognition level s/he is seeking
9. Focus on core competency development by reviewing and providing verbal feedback on a series of the mentee's coaching sessions (minimum 3 sessions). These sessions are to be conducted one at a time, with a feedback session between each one, giving enough time between sessions to allow for incorporation of the mentee's learning and development.
10. Provide specific verbal 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.
11. Encourage the mentee to record the feedback session so that they can refer to it later.



Competencies

The ICG Mentor Coach:

1. Listens beyond content to discern application of the skills related to the core competencies (i.e. skill versus direction, skill versus style or skill versus outcome for the client.)
2. Listens on all levels: physical, intellectual, emotional and intuitive
3. Listens equally for strengths and areas for growth
4. Is aware of and allows for differences in style, culture, and language, and allows for behavioural flexibility
5. Has a working knowledge of the coaching tools used by the ICG in the evaluation of recorded coaching sessions used in the recognition application process.
6. Listens both for the presence of individual competencies and for the overall totality of skill level
7. Has the ability to distinguish which critical underlying competency (s) may be giving rise to ineffective or limited coaching impact
8. Can discern and articulate the gap between levels of skill demonstrated and next skill level to attain
9. Discerns and articulates areas of growth, competency use, and skill level using competency based language and specific behavioural examples from the coaching
10. Creates a safe and trusting space for the delivery of feedback, using a respectful, clear, judgment free tone
11. Articulates with specific detail and examples, what is being observed and the specific development needed to move to the next skill level, delivered with sensitivity to the impact of the feedback
12. Offers feedback that is relevant to each specific coaching core competency, recognising strengths as well as potential growth areas

Definitions

Client Coaching Hours

A client coaching hour is 60 minutes of actual coaching with a client who has hired the applicant as a coach and not in any other capacity. Client coaching sessions of less than 60 minutes will count as partial client coaching hours (for example, 30 minutes of client coaching will count as 0.5 client coaching hours). Coaching must be done in person or by telephone or other voice-to-voice technology.

Paid Hours

Paid hours include:

- Hours of coaching for which the coach receives payment from the client (payment may be in any amount. Employment coaching that meets the definition below

Coaching in Employment

Internal coaching is coaching done as part of the applicant's employment. In order to count as client coaching hours, internal coaching must be part of the applicant's job description. Coaching of direct reports (employees for whom the coach is an immediate supervisor) does not count as client coaching hours.

Documentation

As soon as you begin coaching, you should begin logging client coaching hours. A simple spreadsheet is the most effective log (see the sample below). Four types of clients may be included on the coaching log: individual clients, group clients, and employment coaching.

Individual Clients

For each individual client, you must log:

- The client's name and email address
- The start and end date of the coaching relationship
- The number of paid and pro bono hours that you coached the client

Individual clients who do not consent to have their names listed must be left off of the log. The consent may be verbal and does not need to be provided to the ICG.

Group Clients

For each individual client, you must log:

- The name and email address of one individual in the group (you do not need to provide the names of other individuals in the group or the name of the group itself)
- The start and end date of the coaching relationship
- The number of paid and pro bono hours that you coached the group
- The number of individuals in the group (only groups of 15 or fewer will count)

Each individual in a group counts as a client for the purpose of meeting the total number of clients required.

Employment Coaching

Employment coaching should be logged the same as other individual or group clients unless there is an organizational confidentiality policy that prevents you from disclosing the client's information. If there is a confidentiality policy, you must provide a reference letter from a contact person at the organization who is familiar with your work. The reference letter must include:

- The name and contact information for the contact person
- A description of the role of the contact person in the organization
- A description of your role in the organization
- Confirmation of the organization's confidentiality policy
- Confirmation of the information that you have logged for confidential clients



For employment coaching confidential clients, you must also log:

- An alias for each confidential client (for example, “Confidential Client 1”)
- The email address of the contact person at the organization
- The start and end date of the coaching relationship with each client
- The number of paid hours that you coached each client

