

# ADVANCED *certification* CLASS LOGISTICS

Hello and welcome to Advanced Certification in Faith Based Coaching! I can't wait to get to know you better and watch your coaching and confidence become next level. This program is designed to push you. We do so by spending most of time in real life application and practice. It's hard work but also very fun and very rewarding. This document will outline the technology requirement and expectations I have of you as a representative of my organization. I thank you in advance for being willing to adhere to the standards we have created and also assure you that we will help you though any of the tech overwhelm you may have. Are you ready? This is going to be fun.

## August On-boarding Classes:

- Attendance required unless excused by Jody
- Onboarding Call #1 - Tuesday, August 2, 2022 10:00 - 11:00 AM PT
- Onboarding Call #2 - Tuesday, August 9, 2022 10:00 - 11:00 AM PT
- Onboarding Call #3 - Tuesday, August 23, 2022 10:00 - 11:00 AM PT

## Advanced Tools In-Person Event:

- September 12 & 13, 2022 9AM - 5PM  
The Centennial Hotel  
303 W. North River Drive - Spokane, WA  
Lunch will be provided  
Please arrange your own accomodations using this link: <https://jodymoore.ontraport.com/c/s/1QY/5sK5n/6/5T9e/Fgw/6Vx4aO/zLTfSZNRNe/P/P/B5>

## Hot Seat Calls:

- Attendance required. 3 absences max. (1 hour)
- Sept 6 - Dec 6, 2022 (Tuesdays) Group A 9:00 AM PT / Group B 10:00 AM PT
- No class Nov 22nd
- Tuesday, Nov 8th will be moved to Thursday, Nov 10th
- <https://us02web.zoom.us/j/85655217348?pwd=aEQycXFKeVlneHBjbmdpVUhUTIN4UT09>

## JODY MOORE COACHING *values*

MAKE THINGS BETTER  
EVERYTHING IS FIGURE-OUT-ABLE  
THIS IS GOING TO BE FUN  
ERROR ON THE SIDE OF GENEROSITY

## **PROGRAM EXPECTATIONS**

- Attendance as outlined above.
- Apply tools as you learn them.
- Be willing to be uncomfortable and make mistakes.
- Participate as much as possible. Ask questions.
- Coach a minimum of 5-6 clients per week (25 min sessions for Jody's clients).
- Be flexible with logistics of the class.
- Do your own self coaching.
- Be real about where your head is as we go through this.
- Listen to coaching as much as you can. Listen for the things we are learning in class.
- Familiarize yourself with the Be Bold Program so you can direct clients to additional tools as needed.

## **COACHING EXPECTATIONS**

- Be on time for sessions and end on time no matter what.
- If client is late, send the "no-show" email and wait until 15 mins past the start time, then mark as no-show in Acuity.
- Client can re-schedule only through the calendar on the Be Bold site if they are a no-show.
- Copy [jake@jodymoore.com](mailto:jake@jodymoore.com) if replying to a forwarded email from a client.
- Use zoom account with professional background on a computer (not a phone).
- Be in a quiet, distraction free place (no children interrupting).
- No call recordings for clients.
- Do not send notes to clients afterwards.
- Use professional language with clients (no swearing).
- If you have an emergency get your session covered by another coach in your group or notify [melissa@jodymoore.com](mailto:melissa@jodymoore.com).
- No promotion of outside businesses/services to clients.
- Clients can hire you upon completion of the advanced certification if the client initiates it.

## **TECHNOLOGY SET UP**

### **1. Zoom**

- Keep zoom updated.
- Create a meeting with no end date to use for client coaching sessions.
- Enable waiting room in zoom and set to automatically record (to the cloud).
- Disable password requirement.
- See video tutorial for details.

### **2. Acuity**

- You will receive instructions for logging into our Acuity calendar.
- Use 1 email address throughout the program. If you need to change it notify [jake@jodymoore.com](mailto:jake@jodymoore.com).
- Your portion of the Acuity calendar will be yours to maintain. If you already use Acuity, you will need a different email to use for this program.
- The calendar will be open for clients on a 10-day rolling basis. Open availability for up to 10 clients (25 min calls) per week unless you have your own clients you are coaching. Details provided in the video from Jake and on the onboarding calls.
- See video tutorial for more.

### **3. Slack**

- Please look for an email invite to join our Slack group.
- The hot seat schedule will be posted in Slack.
- Your participation in Slack with your classmates is optional. Please use it to uplift and support one another.
- When it is your turn to be on the hot seat, you will need to DM your coaching call to Crystal Spencer at least 3 days in advance. Please choose a call that was the most challenging, not your best call.

## **ADDITIONAL TECH:**

- Use a headset or air pods for best sound.
- Make sure your internet connection is solid.
- Make sure your lighting is such that the client can see you (window in front of you not behind you).

## **COACHES SUPPORT**

- Coaching questions: Bring to the Hot Seat calls weekly.
- Tech questions: Email [jake@jodymoore.com](mailto:jake@jodymoore.com).
- Other questions: Slack Melissa Spencer for additional support.

# ADVANCED *certification* COACHING LEVELS

---

## LEVEL 1

- Coach holds space appropriately (not in the pool) and uses the model appropriately (neutral facts only in the C line, one thought in T line, one word in the F line, R line connects to the T line)
- Coach sticks to one model at a time and deletes all other unnecessary info from client (internally).
- Coach shows the client their model in a way that makes sense
- If appropriate, coach offers a new thought or new model to the client
- With the result line, coach shows the client (unless coach really has no idea and then he/she asks) and makes the connection to the thought obvious for the client
- Coach is able to help a client process emotions when appropriate
- Coach is coming from a place of love for the client

## LEVEL 2

- Coach sticks to asking questions 80% of the time – at least the first half of the session
- Coach talks no more than 50% of the time during the entire session
- Teaching (if any) is kept to the bare minimum of what the client really needs to know
- Coach remains in the client's current model for most if not all of the coaching session
- Coach doesn't engage in tug-of-war with the client's painful thought and clearly has no agenda
- Coach addresses the model on the model when there is one

## LEVEL 3

- Coach is able to step away from rote models while still having full awareness of the client's model and without losing the client
- Coach incorporates their own coaching tools
- Coach can assess when a client can handle more directness/deeper coaching (or not) and coaches accordingly
- Coach does not make assumptions even when coaching on a very familiar topic
- Coach sounds less like Brooke, Jody or another coach and is finding their own unique voice