



true-me
BREAKTHROUGH COACHING

CERTIFICATION PROGRAM

FEBRUARY 2023 – JANUARY 2024



MEET YOUR TEAM

True-me® Breakthrough Coaching Academy Founder and Managing Director

Nicole Mantzikopoulou, nicole@trueme.co

Teaching and support Team

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Lead Instructor

Mentor

Support Head

Member Services and Support Care Team

All feedbacks, homework assignments, pod group call stats, permission to record forms, other tracking forms, etc. will be sent to tracking@truemeacademy.com

To request coaching clients, or for questions about mentors, coaching buddies, or pod groups, send an email directly to tracking@truemeacademy.com

For any of the following types of questions or issues, or for general questions you may have, please submit your request to our Support Care Desk by sending an email to tracking@truemeacademy.com. This will ensure that you receive the quickest response.

- Technical issues surrounding logins and/or the TBCA membership site (including any technical issues with access/login or anything provided in the member area)
- General administrative matters (including updates to contact information)
- Payments and billing

TBCA Member Services and Support Desk hours are 8am-6pm Eastern European hours -Monday through Friday. We are closed on weekends and holidays. Responses are usually received within one business day (usually within hours, but no more than one business day).

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WELCOME



Congratulations on your commitment to become a masterful coach utilizing the True-me® Breakthrough Coaching Academy's method. During the course, you will be implementing the learnings in your own life first, so that you get equipped and gain confidence on how to coach others to live their lives by design. You are about to embark on 12 months of understanding the principles at the cellular level...not just at an intellectual level... to create your ideal practice with your ideal clients for accelerated results.

Every piece of this course is going to help you understand exactly how to do all the above. We want you to feel at ease in knowing that all of this will come together and make more and more sense as we go along, and you learn the processes.

ABOUT THE PROGRAM

The True-me® Breakthrough Coaching Academy Certification Program is a comprehensive weekly program for attaining the skills necessary to use methodology that will lead to creating a successful life, a successful coaching practice, and to coach your clients for accelerated results. Here you will have the benefit of having a full support system on a weekly basis along with the tools, training, follow-up, accountability, and the energy of a group all working towards the same objective.

The program is broken down into modules with weekly exercises and actions. There will be suggested reading and listening material, along with weekly recordings each month.

- ❖ You will want to purchase a three-ring binder and section tabs. Put your manual, class worksheets, tracking@truemeacademy.com sheets, homework assignments, and bonuses/resources into the binder to keep yourself organized.
- ❖ You participate by downloading your class recording for the week, from the comfort of your own home or office.
- ❖ The teaching classes lasts for 12 months + 4 months to submit your assignments.
- ❖ Class recordings are out every week of every month – with exceptions to accommodate Xmas, Easter and Summer breaks. During the classes, you will be given the focus for that week.
- ❖ There will be time for questions and answers, in pre-determine meetings, once every month. During those meetings you will have the opportunity to ask any questions concerning the content from the lessons you have listen so far.
- ❖ You will participate in two Pod Group Coaching Calls per month. This is an important piece of the certification process.
- ❖ You'll receive activities and structures to support you in your coaching.
- ❖ There is great synergy and energy on the classes, your virtual meetings with your trainer, virtual meetings and email between sessions from your group where you'll share your wins and challenges, acknowledgment, support and expertise with each other.

- ❖ As your coach, your trainer is always available by email to celebrate your wins, share feedback and offer coaching and inspiration along the way.

YOU'VE GOT BONUSES!

As an additional thank-you for committing to YOUR success, please accept the following bonuses:

BONUS #1: Why hasn't anyone told me, the success factors we were never taught, our founder's book about the mindset that will take you wherever you want to go. You will receive this as an electronic PDF.

BONUS #2: Ask and it is given, by Ester & Jerry Hicks. You will receive this as an electronic PDF.

BONUS #3: Happiness Now! by Robert Holden. You will receive this as an electronic PDF.

BONUS #4: Exploring Coaching: A Step-by-Step Guide to a Rewarding Career – You will receive this as an electronic PDF.

BONUS #5 - #12: Guided Meditations. Here you will find some of Nicole's meditations' recordings that can support you during your development as coaches and also your clients during their work with you, to achieve clarity and strength to move towards what you set as a goal.

BONUS #4. "Discover your true worth"

BONUS #5. "The cycle of prosperity"

BONUS #6. "Free yourself from anger"

BONUS #7. "Free yourself from sadness"

BONUS #8. "Free yourself from guilt"

BONUS #9. "Free yourself from negative emotions and launch yourself into new action!"

BONUS #10. "Improve your relationship with money"

BONUS #11. "Meditation for Weight Loss"

BONUS #13: 116 Affirmations that will support you and your client build step by step the awareness needed to manifest the desired outcome in any field. These can be used per se, or as guidance to create own affirmations that match the particular way of thinking and voicing oneself.



IMPORTANT NOTE: Whatever you received as a bonus, is just for you. Please do not share these with anyone. All your bonuses will be placed in the **bonus section** of the True-me® Breakthrough Coaching Academy Platform you will be given access to.

PROGRAM SCHEDULE

MONTHLY CLASS SCHEDULE

Our kick-off date is February 16th.

You will receive an email message the day your new class is uploaded, every week. Your weekly schedule is below.



WEEKLY CLASS SCHEDULE – GROUP 9 – FEBRUARY 2023

MODULE ONE	MODULE TWO	MODULE THREE	MODULE FOUR	MODULE FIVE	MODULE SIX	MODULE SEVEN	MODULE EIGHT
Coaching Skills	True-me® method I	True-me® method II	True-me® method III	Practice for excellence	7 Essential Laws	Personal Empowerment	Business Building
February 16	April 6	June 1	June 29	August 31	September 28	November 16	Dec 14
February 23	April 13	June 8	July 6	September 7	October 5	November 23	January 11
March 2	May 4	June 15	July 13	September 14	October 12	November 30	January 18
March 9	May 11	June 22	July 20	September 21	October 19	Dec 7	January 25
March 16	May 18				October 26		
March 23	May 25				November 2		
March 30					November 9		

WEEKLY CLASS SCHEDULE – GROUP 9 – FEBRUARY 2023

MODULE ONE	MODULE TWO	MODULE THREE	MODULE FOUR	MODULE FIVE	MODULE SIX	MODULE SEVEN	MODULE EIGHT
Coaching Skills	True-me® method I	True-me® method II	True-me® method III	Practice for excellence	7 Essential Laws	Personal Empowerment	Business Building
Introduction to program	The Mind's work	Emotions	Needs	ICF Core Competencies	L.O.A.	The Art of Meditation	Marketing Funnel
Start from within	The problem	Creating Your Future®	Rules I	Step by Step coaching session & practice	Deliberate Creator	Trust	Offering your Services
Your ideal client	The Goal	Releasing Negative Emotions	Rules II	Step by Step coaching session & practice	Allowing	Inner child and Sub-personality	Your Personal Profit Path
The role of a True-me® Coach	Beliefs	Releasing Limiting Beliefs	Identity	Step by Step coaching session & practice	Sufficiency & Abundance	Future Visioning	Position yourself as an Expert
Starting the coaching journey	Constructing New Beliefs				Pure Potentiality		
Soothing the client	Values & Anti-Values				Detachment		
Acceptance					Polarity		

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Every 4-5 weeks (last week of each month), you will have a virtual live meeting with your trainer, who will be available to answer your questions on the teachings. This will happen on Tuesdays at 20.00 pm and will last up to 1 hour. You will be reminded about those meetings one day before and will be sent the link to connect with your classroom in Zoom.

The dates you will be meeting with your trainer are:

- March 27, 2023
- April 24, 2023
- May 29, 2023
- June 26, 2023
- July 17, 2023
- Sept 25, 2023
- October 23, 2023
- November 27, 2023
- December 18, 2023
- January 29, 2024



IMPORTANT NOTE: It is important that you be a fully active participant in this program in order to qualify for certification. Although the sessions are recorded, you are strongly advised to participate live to get the benefits firsthand.

IMPORTANT NOTE: Your account must be up to date in order to be able to access a class. If your TBCA membership is placed on hold for non-payment, you will NOT be able to attend the core classes until payments are made. You will be marked as absent for every class during which your membership is on hold, and those absences will be counted toward your certification requirements.



PROGRAM REQUIREMENT DETAILS - QUICK REFERENCE

WEEKLY CLASSES

Classes recordings are uploaded every week of the month – with exceptions to accommodate Xmas, Easter and Summer breaks- for the duration of the 12-month certification program.

You are required to listen to all 40 classes.

MONTHLY CLASSES

Every 4-5 classes there will be a session live with your trainer, for questions and answers. You will also be notified about them, one day before, and you will be given a link to connect with your classroom in Zoom.

FEEDBACK SESSIONS

Through direct feedback of actual coaching calls with your clients, you will gain insight on how to best utilize the materials taught in this certification program in your coaching. You are required to provide a total of 10 recorded calls for feedback before the end of the certification program, submitting about 1-2 recorded client calls per month. If sending 2 feedbacks per month, these CANNOT be sent at the same time. Send these to tracking@truemeacademy.com. See the Feedback Session section for more information (page 25).

❖ Your final feedback must be submitted by May 26th, 2024 in order to allow your instructor time to review it and send it back to you. Then you may request the exam and have the full 7 days to complete it and submit it. The last day to request your exam is by June 1st, 2024.

HOMEWORK ASSIGNMENTS

There is a total of 10 homework assignments that need to be turned in before you are certified. We suggest to you that you do your assignments during the course as to support and realize your own development. Please review the PDF file entitled Coaching Assignments 1-10 which can be found on the TBCA member website. All assignments must be sent to tracking@truemeacademy.com.

❖ All homework assignments must be submitted by May 26th, 2024.

COACHING HOURS

Fully integrating True-me® Breakthrough coaching skills into your coaching, will take time. You are required to complete 100 coaching hours before taking the certification exam. Use the Certification Program Coaching Hours Tracking Sheet in the Forms section of this manual to submit your hours each month to tracking@truemeacademy.com



❖ A Coaching Hours Tracking Sheet is due for each month by the 3rd of the following month. All coaching hours must be completed and submitted by May 26th, 2024

IMPORTANT NOTE: It is YOUR responsibility to keep track of AND keep copies of all of your submitted feedback sessions, homework assignments, class calls, coaching hours, and any other TBCA-related documents until you are certified. The TBCA keeps files for only 90 days.

REQUIRED MATERIALS

The foundation for the True-me Breakthrough Coaching Academy philosophy is covered in the book:

1. **“Why hasn’t anyone told me? The success factors we were never taught”**, available in PDF in the bonus area, in Greek (“Γιατί δεν μου το είπε κανείς» by Dioptra) available also in paperback in all Greek books shops.

You are advised to work with this before the end of module 5.

The following 2 books are also suggested reading: You can get them at any bookstore or online at Amazon.com:

2. **Attracting Perfect Customers** – by Stacey Hall & Jan Brogniez: Read by end of Module 1
3. **Ask and It Is Given** – by Jerry and Esther Hicks: Read by end of Module 5 (given as a bonus in PDF)

THE EXAM

Upon completion of the requirements, participants are eligible to request to take the certification exam. The exam consists of two basic components: An open book written test and an evaluation of two 30-minute coaching interactions. The recordings of these sessions should be completed BEFORE you request the exam to ensure that you have the mp3 files available to submit to us along with the final exam. Upon successful completion of the written and oral exam (submission of two coaching sessions 30 minutes in length), graduates earn the designation of True-me® Breakthrough Coaching Academy Certified Coach and ICF Continues Coaching Education Certification (CCE). Certification exams must be submitted by June 7th, 2024 the latest.

CERTIFICATION TIMELINE

You have up to 4 months after the program has ended to complete all requirements, including the certification exam. The final class is January 25th, 2024. The final exam has to be submitted 7 days after receiving the exam, latest on June 7th, 2024. Please see below for a complete listing of specific due dates.



AFTER CERTIFICATION

Once you are certified, you will receive a Diploma of Completion by True-me® Breakthrough Coaching Academy and a letter of Certification by True-me® Breakthrough Coaching Academy and the International Coach Federation (ICF).

WORKING WITH THE TBCA

Nicole is also accepting applications for coaches who want to work with her and her clients as a True-me® Breakthrough Coach. These coaches will receive the benefits of working directly with Nicole and marketing to her subscriber list. Also, there may be additional TBCA instructor positions available in the future. In order to teach classes, you must also complete feedback session training. There is an audition process as well. For more information on how to apply, email Nicole directly at nicole@trueme.co

LEADERS

True-me® Breakthrough Coaching is also looking for True-me® Breakthrough Coaching Academy Certified Coaches interested in playing a supervisory role for new coaches and practitioners going through the certification process. Your role would be to review coaching sessions and group call sessions, provide constructive feedback to the participants in the program and offer your coaching services to those in the program. If you are interested in being considered for this role, please notify Nicole directly at nicole@trueme.co

CERTIFICATION PROGRAM DUE DATES

- Last day of class: January 25th, 2024
- Last day to submit Feedback #5: January 25th, 2024
- Last day to submit Feedback #10: May 26th, 2024
- Last day to submit assignments and coaching hours: May 26th, 2024
- Last day to request certification exam: June 1st, 2024
- Last day to submit certification exam: June 7th, 2024



MENTOR CALLS

To help give you even more support throughout this coaching program, you will also be assigned a mentor. A mentor is someone who has already completed the TBCA who will walk you through the fundamentals of the program in terms of how to record calls, how to set up teleconference lines, how to resolve any technical issues, how to navigate through the TBCA website, how to complete a feedback session and submit it, and anything else that you may have questions on. Your mentor will be available to you (on-line) and your discussions which will also be recorded. You will receive an email from your assigned mentor with the call details during the first month of the program.

Mentor calls are NOT required for certification. However, it is strongly recommended that you use this resource, as they will provide you with additional guidance and direction during the course.

CLASS PROTOCOLE



ON-LINE PROTOCOL AND INSTRUCTIONS

This refers to your mentor calls, pod-calls and virtual meetings with your instructor for questions and answers.

OVERVIEW

An on-line class is a class that is conducted via a telephone conference call, or via computer. No special equipment is needed, just a standard telephone or a computer. All callers dial into the same telephone number or his/her computer at the class time and are automatically connected to each other.

If you are the first person to get in the class, the phone will ring until a second person dials in, at which time you're automatically and immediately "on" the call. As others call in, you might hear a beep. The instructors will usually say something like, "Hi, who just joined the call?" The instructors wait until the start time for everyone to join the call.

On-line classes are very interactive, meaning that you may speak up, ask questions or discuss key points with the instructors or other participants, when invited.

ON-LINE CLASS PROTOCOL

MUTE BUTTON

Use your platform program mute button if there is one. Background noise, the dog barking, radio, etc. could be a problem if callers aren't using their mute buttons.

LATE

Please don't connect more than 5 minutes before the scheduled time. If you're late to the call, no problem, just dial in and be silent until you catch on to what's being discussed. The leader may or may not officially welcome you – but probably won't so as not to disturb the flow of the call. That doesn't mean you're not welcome! And finally, if you're more than 10 minutes late, be really careful about asking questions, as they could have been asked earlier.

SHARING

The instructors will usually ask callers to share or respond throughout the call. However, please wait to be prompted. Don't just speak up, unless invited. If/when you do share, say something like, "This is Michael, and..." There is usually a natural flow to people sharing and discussing.

SPEAKERPHONES

Please don't use them. Period. Unless you use the mute button. Speakerphones are wonderful things, but we ask that you do not speak into them when sharing. The clarity/quality simply isn't good enough. Pick up the handset when you share and put the mute button on when you're just listening.



COMMENTING

If you want to comment on something that another caller has said, please keep your comments extremely positive. Don't say things like, "I disagree with John," or "I take exception to that...," or "That's incorrect." Even if all these are true! Just say what you want to say and if you want to relate it to another caller's comments, make it positive.

AUDIOTAPING

You may not audiotape the on-line-classes. First, it's illegal unless everyone has given permission. Secondly, there is intellectual property involved. **The instructor of the course will be recording all classes to provide to all students - including those who were unable to attend.**

FEEDBACK SESSIONS



FEEDBACK SESSION DETAILS

Feedback is an integral part of the Certification Program and it is where the deepest learning takes place. Having your coaching sessions reviewed for feedback may feel a bit confronting, however, understanding the coaching procedures, and setting your intention can make this experience a wonderful learning process.

This is a great opportunity to use what you have learned for yourself: setting your intentions for your coaching calls, for your clients' results, for how you want to feel before, during and after the call and coaching from your highest perspective by tapping into your own inner wisdom.

Simply come from a desire to serve your client more and more and release worrying about how you might look in the process and allow your Inner Being to flow through you. Come to the feedback calls eager to learn and grow.

It is your responsibility to record your coaching calls for feedback. **Feedback sessions are submitted by emailing tracking@truemeacademy.com**

Your session will be reviewed by one of the instructors with the TBCA and submitted back to you within one business week (not including weekends and holidays). Only 2 feedbacks are allowed to be submitted in a calendar month. **You will submit 1 feedback and wait to get the results before recording another feedback.** There is a total of 10 feedbacks that are due within the certification program (one-year course plus an additional 4-month extension period). At least 5 of the 10 feedback sessions must be completed by the last day of class which is January 25th, 2024. Completing them throughout the year will allow you to grow and expand in your coaching abilities. Your 10th feedback session must be submitted May 26th, 2024 in order to have it completed so you can request the exam. If this is important enough to you and a priority, you will make it happen. There are NO EXCEPTIONS to this policy.

CHOOSING A CLIENT FOR FEEDBACK SESSIONS

Here are some guidelines for choosing clients to coach for feedback sessions:

- ❖ Use at least three-four different clients and submit a minimum of two sessions per client for feedback. You may use the same clients over the course of the program with whom you will be doing recorded calls for feedback or you may use different clients each month as long as there are at least two recorded coaching sessions per client submitted for feedback.
- ❖ Choose clients where the coaching relationship is clean. Do not use a friend, relative or client for whom you provide services other than coaching, if you feel there is negative background in the relationship.
- ❖ Choose a client that pushes you to learn, expand and grow as a coach yourself; someone that will help take you to your next level as a coach. Ask yourself what clients you struggle the most with?

Where do you get stuck? Where do you find you have room to grow with your coaching process? These make the best feedback sessions. If you are already great at coaching a particular client with the techniques you have learned, please do not submit those because there's less room for growth and expansion.

- ❖ If you currently do not have coaching clients, email tracking@truemeacademy.com and we will set you up with some clients for free coaching sessions.
- ❖ Record ALL of your coaching sessions with these clients. Recording all calls ensures that you have a recording available for feedback submission in the event a client cancels or there are technical difficulties. Then, **from those sessions, choose the top session per month to submit for feedback.** "Top" doesn't necessarily mean the best coaching – although it could. **It means the sessions you most want to learn from.** That means it could be your most difficult session that month. Also, for your own benefit, recording all calls to go back and listen to creates excellent learning opportunities.

Embrace your power and take this magnificent opportunity to become a masterful coach and practitioner. You want to give yourself every possible advantage.

- ❖ Prior to recording your coaching calls, you will need to obtain a signed Permission Slip from each client you'll be recording. Permission Slips can be found in the Forms section of this manual. They should be signed before the recordings take place and submitted to the TBCA as soon as possible, or along with the feedback session.

FEEDBACK SUBMISSION PROCESS

1. Once you have a recorded session that you would like to submit for feedback, you will need to choose a 12-15-minute continuous segment of the session and create a word-by-word transcript of it (or you may ask someone else to transcribe it). The transcript consists of what was actually said by the coach and by the client, and it needs to be typed in BLACK. You will then type your own comments on your coaching in RED. A minimum of 5 comments in RED are required. The instructor reviewing your feedback will respond with his/her feedback in BLUE. There is an example of this on page 69 of the Forms section of the manual.
2. Review the Important Requirements & Criteria section below. Feedback submissions not adhering to these requirements will be rejected.
3. Complete the Feedback Session Stat Sheet. This is explained on page 29-30. You can find the Feedback Session Stat Sheet in the Forms section of this manual as well as on the TBCA student web platform.
4. Submit the Transcript, Feedback Session Stat Sheet and mp3 of the recording (or provide a link to the audio) **in ONE email** to tracking@truemeacademy.com

5. When sending, the subject line of the email must state your name and the feedback number you are submitting. For example: "Feedback Session 1 – Mary Wilson."
6. If your file is too big to send in one email, you can submit using a free service like we transfer.com, bigtransferfile.com, mailbigfile.com, or yousendit.com. **Note: zipped files are NOT accepted.**

IMPORTANT REQUIREMENTS & CRITERIA

- ❖ The segment you choose to submit needs to be from a full coaching session that is at least 30 minutes in length. Shorter coaching sessions are not to be used for any of your 10 feedback submissions.
- ❖ Feedback segments must be from a 1-on-1 coaching session. A segment from a group coaching session of 2 or more clients will not be accepted.
- ❖ The segment you choose to submit needs to be a continuous 12-15-minute chunk of time and not broken up by listening 8 minutes here and then fast forwarding to the middle or end, etc.
- ❖ **If the segment you are submitting begins several minutes into the session, please provide a brief introduction, before the transcript starts, to explain what is going on (what the client's intention is, what process(es) you have done, what process you are in the middle of, etc.).**
- ❖ Make sure you are spending time reflecting on your coaching and giving quality feedback on yourself as to what you feel you did well and what you feel needs to be improved. Give suggestions on what you could have done differently (another process you could have chosen, examples of powerful questions you could have asked, a better way to explain something, etc.). A minimum of 5 comments in **RED** are required. There is an example of this on page 40 of the Forms section of the manual.
- ❖ The Transcript and Feedback Session Stat Sheet must be Word documents
- ❖ The audio file of the recorded session must be in mp3 format
- ❖ **Feedbacks submitted must include a process taught in the TBCA ONLY!** We can only give you feedback on what is taught in the academy
- ❖ Use different TBCA processes in each feedback session
- ❖ A maximum of 2 feedbacks can be submitted per month as follows:
 - Submit first feedback for the month.
 - Receive completed feedback from TBCA instructor.

- Record a new session incorporating the suggestions from the previous feedback (coaching date must be after the date you received the previous feedback).
- Submit second feedback for the month.

Note: The purpose of these feedbacks is to help you move forward in your skill set as a coach. Each feedback should build on the next one. When you submit a feedback session, you will receive input so you can then apply it towards your subsequent feedback sessions.

- ❖ At least 5 of the 10 feedback sessions must be submitted by the last day of class, which is January 26th, 2024
- ❖ Your 10th feedback must be submitted by May 26th, 2024.

FEEDBACK SESSION STAT SHEET REQUIREMENTS

On the Feedback Stat Sheet there are all the skills that you, as a coach, need to be using **on each and every call for your feedback sessions**. You are going to turn in a stat sheet and rate yourself on a scale of 1- 5 for each of these areas. 5 being that you have perfectly executed the requirement, and 1 being that you did not execute the requirement at all. The instructor reviewing your feedback will also rate you on each of these required skills from 1-5, based on how he/she feels you did. Please be easy about this because, of course, this is a learning experience. The first couple of feedbacks may be a little bumpy, but we are here to support you and guide you. You want to implement what you've learned from each feedback into your next coaching call and continue to grow with each one. If you wait too long to turn these in, you will miss a valuable opportunity to expand your coaching ability throughout the year. Ideally, once you begin coaching, you want to record and submit one or two every month

MEETING ETHICAL GUIDELINES AND PROFESSIONAL STANDARDS

Understanding of ethics and standards and ability to apply them appropriately in all situations. Apply them first to self and exhibits them in own behavior. Communicate them clearly to clients.

CREATING THE AGREEMENT

Understating what is required in the specific interaction and come to an agreement with the client about the process and relationship. Reaches agreement about what is appropriate and what it is not. In every session, reminds the client of the agreement that has been made or discuss about the new agreed target for the session.

CREATING TRUST AND INTIMACY WITH THE CLIENT

Connect with clients, at a deeper level, so that the client feels at ease and trust in the coach's processes.

BEING FULLY PRESENT WITH THE CLIENT

You should be fully present with your client and actively listening. Do not be thinking of what you are going to say next because you will miss out on important opportunities to read that client's energy. If you are busy focusing on other things and multi-tasking, you may miss a chance to pick up on what is

energetically going on with this client. Clients are very perceptive, and they can sense when you are not being fully present, so please be mindful of this. Active listening is the ability to focus completely on what the client is saying or not saying, to understand the meaning of what is said in the context of the client's desires, and to support client self-expression.

HOLDING THE CLIENT'S VISION

This is holding the energy and supporting the client on what he/she desires or wants to create in his/her life, and you "see" the client having it. You do this by saying something like, "I can't wait for you to share with me next week what happens for you!" Or "I am holding the energy and vision for you to create your desires." Or "I can feel that for you." etc.

ASKING POWERFUL QUESTIONS VS. TELLING

Ability to ask questions that reveal the information needed for maximum benefit to the client. Powerful questions allow clients to reflect, go within, and connect with their inner guidance where they have ALL the answers they need. This is where those powerful "aha" moments happen. Being in "telling mode" means that you are talking, talking, talking, about the teachings, etc., and you are not asking powerful questions; therefore, you are not allowing the client to make those breakthroughs on his/her own. You also want to be mindful of not giving any advice.

DIRECT COMMUNICATION

Ability to communicate effectively and to use language that has the greatest positive impact on the client. Is clear, articulated and direct in sharing and providing feedback. The coach reframes or help the client reframe what is being discussed, so that the client understands it from another, more productive perspective.

CREATING AWARENESS

Ability to integrate and accurately evaluate multiple sources of information and support the client to gain awareness and thereby achieve agreed upon results.

MANAGING PROGRESS

Ability to hold attention on what is important for the client, and to leave responsibility with the client to take action. Clearly requests of the client actions that will move the client towards their stated goals. Demonstrates follow through by asking the client about those actions that the client committed to during previous session.

DESIGNING ACTIONS

Ability of the coach to create with the client opportunities for ongoing learning, and for taking new actions that will most effectively lead to the agreed upon results. Engages the client to explore alternative ideas and solutions, to evaluate options and to make related decisions.

PLANNING AND GOAL SETTING

Ability to develop and maintain an effective plan with the client. Support the client create a plan with results that are attainable, measurable, specific and have target dates. Connect Actions agreed

(previous step) or taken to plan and goals that have been set. Help the client maintain a congruent plan that will support the development of the client towards desired results.

MEET THE CLIENT WHERE HE/SHE IS

If the client is talking about one thing, for instance, how bad his/her finances are, you don't want to ask the client how his/her relationship is going. You can't expect a client to be in a place of joy when he/she is expressing fear or anger, so you have to be able to read your client's energy and use the right process for where he/she is. Moreover, if your client is expressing a lot of anxiety about his/her finances, you don't want to say, for instance "Okay, let's do a Rampage of Appreciation about your finances to make you feel better," because vibrationally, the client and that process are too far apart. So, you have to be able to meet the client where he/she is, and this is how you support the client. Then you need to be able to soothe the client's energy (described below) by using one of the processes that is a closer vibrational match to where he/she is. So, once you meet the client where he/she is, you can use a process to release the resistance that is present so that the client begins to move up vibrationally.

SOOTHING THE CLIENT'S ENERGY WHEN NECESSARY

This is to be done by using a process taught ONLY in the TBCA. This can be any of the method True-me® Breakthrough Coaching processes, Abraham-Hicks processes or any of the processes found in the recommended reading. In addition to using a process, you can also soothe the client's energy with your tone of voice, as well as being mindful of meeting the client where he/she is based on what the client is sharing with you.

GIVING THE CLIENT FULL PERMISSION

This is really about allowing the client to vent and tell his/her "story" or situation. You can't just put a "happy face" sticker on things. Clients need to release whatever is bothering them. Thus, at the beginning of the call when the client describes where he/she is, you are giving the client full permission to do just that. You don't want the client to stay focused there as the call moves on, but you do want to give the client full permission to say what is on his/her mind. It's also telling the client something like, "Where you are is temporary. You are not alone. Where you are is where you are right now and it's perfectly okay."

LOCK IN THE LEARNING

When you are approaching the end of a session, you ask your client, "What are you taking away from the session?" or "What are you taking away from this process? How has it helped you? This is imperative, as it consolidates all the work done in a session and supports the client understanding/realization of the progress that he/she has made.

ACCOUNTABILITY

As you take the clients through a process, or you have agreed with the clients to some actions he/she will take, you want to gain his/her commitment that they will indeed use this process or actually taking the action in his/her daily life. So, making the client commit to it is imperative.

SUCCESSFULLY EXECUTED A TBCA PROCESS

In your feedback session, you want to take a client through a process to support him/her get where he wants to go, whilst at the same time you demonstrate your skill to the academy. As mentioned above, it **MUST** be a process that is part of the TBCA curriculum.

IMPORTANT NOTE: Please remember that every piece of this course is going to help you understand exactly how to do all of this. We want you to feel at ease in knowing that all of this will come together and make more and more sense as we go along, and you learn the processes.

CERTIFICATION EXAM & BEYOND



CERTIFICATION EXAM AND BEYOND

THE EXAM

Upon completion of the requirements, participants are eligible to request to take the certification exam. The exam consists of two basic components: a written test and an evaluation of two coaching interactions that are 30 minutes in length. These coaching sessions must be with 2 different clients who you have previously coached so that they are familiar with the call structure. The recordings of these sessions should be completed **BEFORE** you request the exam to ensure that you have the mp3 files available to submit to us along with the final exam.

Upon successful completion of the written and oral exam (submission of two coaching sessions 30 minutes in length), graduates earn the designation of True-me® Breakthrough Coaching Academy Certified Coach. A letter of certification will be made also available, co-signed by True-me® Breakthrough Coaching and International Coach Federation (ICF).

You have up to 4 months after the classes have ended to complete all requirements as well as the certification exam. When all of the necessary requirements are completed, you may request the exam by sending an email directly to Nicole (nicole@trueme.co).

CERTIFICATION TIMELINE

You have up to 4 months after the program has ended to complete all requirements, including the certification exam. The final class is Jan 25th, 2024. The exam has to be submitted by June 7th, 2024, the very latest. Please see page 14 for a complete listing of specific due dates.

AFTER CERTIFICATION

Once you are certified, you will be eligible to work as a partner with the organization after all the necessary interviews of intent are completed and there is an opportunity available.

OTHER POLICIES AND PROCEDURES



TRUE-ME® BREAKTHROUGH COACHING ACADEMY FACEBOOK GROUP

As a member of the TBCA, one of your privileges is the opportunity to join the True-me® Breakthrough Coaching Academy Facebook group. This is a private group, and it has been created to be a vortex of love and support for each TBCA family member.

A policy has been established so that this group remains a place of support, love and guidance, and not a place to promote services and products. We want everyone to come to the group and feel excited to be a part of this community, rather than feel that they are being sold something.

Please read the following guidelines very carefully, as it is imperative for you to adhere to them in order to remain in this private group:

1. This is a community of coaches that have gone through or are currently going through the TBCA.
2. The intention for this Facebook group is to support, inspire, and encourage other coaches as they build their coaching practices. We help each other with questions such as, "Where can I find the 68 second process?" or "What if a client is not showing up for calls on time, what do you all do?" etc. We also help each other celebrate successes such as, "I just booked my first paying client today. I am nervous and so excited at the same time. YAY!"
3. This is not a medium to use to promote yourself or your business in ANY way. If you are letting everyone know of your success by telling the community: "I just launched my website today. I am nervous and so excited at the same time. YAY!" that is acceptable, but if you are promoting your business, radio show, program, or even another Facebook group or page, that is not acceptable. These are examples of posts that are not in alignment with our intention: "Hey everyone, go to www.coachingwithname.com and sign up for my free newsletter." Or "I just set up my own Facebook page so please go here and LIKE it."
4. The TBCA teaching staff will monitor the Facebook group and answer any questions that the community has not addressed. They will also be deleting any posts that are not acceptable (swearing, profanity, promoting your business, negative posts of any kind). When one of the instructors has to delete a post, you will receive a warning that this is not acceptable in the group. If the same type of behavior occurs again, you will be on probation. If it happens a third time, you will lose all privileges to this group and will no longer be able to participate in it.
5. If you'd like to recommend a particular resource (website, product, program, etc.), you must get approval prior to making the post.
6. You are welcome to respond and make comments on others' posts (comments/posts must be in English), and if you are personally interested in learning more about other coaches' services, etc. then you can ask them, and they can respond.



7. Our group is by invitation only. To protect the privacy of the group, always sign out of Facebook if you are using a public computer.

Once again, the intention of this Facebook group is NOT to promote yourself and your business. It is to create a community of support for those who are in the TBCA family. Understand that the TBCA Facebook group is a powerful, energetic vortex and a source of wisdom, love and support that can enhance your TBCA experience.

Before you make a post, please ask yourself, "Is what I am posting in alignment with the intentions of the group?"

RE-TAKING THE COURSE

If you go through the course but fail to complete all of your requirements for certification (i.e. feedback sessions, assignments, coaching hours, etc.), you may re-take the course as long as:

1. Your previous course has been paid in full.
2. You pay an additional 1,000 Euros re-take fee.

All feedback sessions, assignments, coaching hours, and pod group call attendance will be counted toward the re-take course.

LEAVE OF ABSENCE

If you experience a legitimate, extenuating circumstance (serious illness, death in the family, etc.) which prevents you from continuing the course, you may request a leave of absence. You must agree to continue making your tuition payments (or be paid in full) in order for your request to be granted. You can later resume where you left off during another course of the TBCA.

TECHNIQUES & PROCESSES

TECHNIQUES & PROCESSES

All processes will be covered throughout the modules in the course in depth. Nevertheless, we are listing here some, that we recommend you should master and use regularly in your coaching practice, as they can provide with marvelous results for your clients - some quickly, easily and effortlessly.

CHANGING YOUR BELIEFS

People's mind is governed by their thoughts – and the thoughts that they considered fixed, or real, are called beliefs. To be able to help your clients, it is very important to be able to acquire awareness of what is dictating their behaviors. And it is their conceptions and beliefs that lead (usually subconsciously) what they would do. During the course, you will learn how to identify between beliefs that are empowering and support your clients to live a good life and develop themselves, and beliefs that disempower them in the sense that are obstacle for them to achieve a certain goal and need to be changed.

CLARITY THROUGH CONTRAST

By using the Clarity through Contrast technique, you will support your client have a better understanding of what they want (clarity) by listing what they don't want (contrast). People – due to their upbringing - are used to get fixed in what they don't want and find it hard sometimes to think and expressed what they truly desired. This process would support them in expressing what they do want, and by doing that, they will have a positive impact in their emotional state, right there and then.

DESIRE STATEMENT

This could be a process of its own or relate to the previous one. After your clients become clear on what they want (clarity) have them write down a Desire Statement. A Desire Statement is an effective tool for improving their state, and thus raising their vibration. It allows them to stay focused on what they desire. Remember, the more positive attention and energy your clients give to their desires, the higher their vibration will be. The higher their vibration, the more empowered and stronger they will feel.

APPRECIATION OR GRATITUDE JOURNAL

You will teach your clients how to spend 5-10 minutes a day appreciating what they have and expressing their gratitude. Gratitude is a very high, potent emotion. When your clients will learn to do it to the full, they will feel it in their bodies. And by doing it systematically, they will manage to keep their vibration at a higher point daily, which is a great way to gain clarity and deal with life challenges – not to mention enjoy it to the maximum.

SUCCESS JOURNAL

In this process, you will teach your clients to record their evidence that their life is changing to the better and that they are attaining their goals. By keeping record, they will help themselves raise their vibration. After a couple of pages of recording evidence, they will realize how much what they have been taught is working in their lives. As they use the true-me® Academy teachings more knowingly, they will have confirmation that will help them trust the process of allowing more easily, lessening the doubt or resistance.

“I’M IN THE PROCESS”

For some clients, it is hard to believe that they will get what they desire the most. This is especially true if your clients are focusing on their current reality, where, what they want, hasn’t come yet. When they concentrate on what they don’t have, they are offering a negative vibration. You will learn to sooth your client by using this technique.

“I’VE DECIDED”

You will learn how to lead the client to express what they want as a decision they are taking. Deciding something is a very powerful action and sends a very clear message to the brain about what somebody has intention to do. By expressing intents in such a way, your clients will be offering a positive vibration, that will take the spotlight off lack and put them onto action. They will feel relief and even powerful when a decision towards the right direction is expressed.

ASK FOR INFORMATION

A first step in identifying a desire is to ask for information and ideas about that desire. Often when clients get excited about a desire, the doubt they may have, stops any positive stream of energy. Have your clients ask to receive information and ideas about their desires, because they will then have less doubt in receiving them. As a new coach, if your desire is to have a full client base, you may doubt that it is possible. However, you could desire to attract information that will help you with that goal. This is great to use with clients if they feel that what they desire is too much, overwhelming, or they doubt their ability to receive it. Ask them: “What do you need first to get started?” “What would be the ideal piece of information?” and “Who would be the ideal contact?” Smaller pieces feel more attainable. In most cases, they will feel a sense of relaxation because these smaller things they need are within reach.

THE MAGIC BOX OF POSSIBILITIES

A magic box can be used to collect things that represent your clients’ desires: things they’ve cut out of magazines and newspapers, brochures for trips they want to take, or even business cards of people they want to work with. Each time they put something into their attraction boxes, what they are actually offering, vibrationally, is hope – and hope is a positive vibration.

CREATE A VOID OR VACUUM

A void or vacuum is always waiting to be filled. You can lead your clients to create space in their life, so what they want will have room to reach them. As an example, if you want more clients in your coaching practice, make space in your filing cabinet for new clients, even label some empty file folders with their names on them, and you are then raising the vibration to attract new clients.

WHICH THOUGHT FEELS BETTER...

This process is best used with clients that are aware of the impact that a thought is having on them. That is, they are in the position to differentiate between a disempowering and an empowering emotion that a particular event in their life is provoking to them. You will be teaching them to move step by step to higher vibrational thoughts, that will smooth their negative feelings and support them in acquiring a different stand towards the event.

“WOULDN’T IT BE NICE IF...”

This is process you can use frequently with clients that are facing situations that bring them down. By using the process, the clients will change their disposition towards their situation and will allow a crack in their cemented negative perception. This crack is enough to lessen their resistance and, in few moments, make them feel life possibilities which will raise their vibration.

68-SECOND PROCESS

This is a process you can used when you want your clients to focus on a specific positive thought. When they repeatedly return to a pure thought, maintaining it for at least 68 seconds, they will feel their vibration elevating, and their action will be empowered.

I HAVE VALUE

The simple objective of this process is for your client to feel their worth. You will have your clients close their eyes and support them to feel how valuable they are. This process will allow them to connect with that feeling and strengthen it. As soon as they are in the bubble of value, you will teach them how to feel abundance.

FEEDBACK SESSION TRANSCRIPT EXAMPLE

Coach's Name: **Maria Roussos**
 Feedback Submission: **#6**
 Segment: **23.56-36.53= 12.97 minutes**

Introduction = this is the first session with Romina. She has some career aspirations and plans, but she has observed herself blocking her actions: i.e., she forgets important appointments, she calls herself stupid constantly and lose her focus. Today she is feeling at a 6.

I decided that for her to start shifting her thoughts and focus on the positive more solidly, a good process would be the Creative Workshop. At the start of the transcript, we are eliciting the Why's from her second point. Thanks for the background Maria 😊

COACH– For what other reason you would like to have your Coaching Website?

CLIENT – I would say because it is a way to communicate with the world. Putting out there some things that I think they help me and are true for me. And if I can, for example, create a blog in the same web site, and put these things that have been so helpful for me, like my journey, how was it or which points I have learned, and that would also may be help somebody, somehow.

COACH - Excellent! Yeah! And when you say that, how do you feel? **Checking impact on state and energy shift. Perfect**

CLIENT – Exposed! But it is a good feeling. I am wondering if I have the guts to be so exposed!

COACH – You will find the courage and every single positive energy you need to make this happen, by just writing the WHYs. Exactly there is where your energy will come into focus

CLIENT – ok! This is awesome!

COACH - this is why we are doing this. It is very powerful, because then your brain is like “trained” as you state that “this is what I want”, and the reasons are so strong and positive that it helps you overcome any doubt or fear you may have. . **I am explaining the impact of the process, as to create faith to her that she has now a tool to support her on what she wants to do. Great!! I would add that the why gives fuel to her passion for wanting** Alright! What else? Any other reason?

CLIENT - I have been wanting to do this for so long – I would say that for the last 4 years I wanted to do this – and I always found a great reason why not to do it – I think I have run out of reasons, really. I think it is the right time to do it, now. When I actually do it, it will be like a battle conquered, over myself.

COACH - Excellent! Ok! So for you it is important because that will show what, about you? **Powerful question to underline the positive impact on her life of taking the action she wants to take. Awesome question!!**

CLIENT - That I can accomplish what I set out to do, in the first place and this is the right thing to do.

COACH - Excellent! How do you feel when you say that?

CLIENT- I feel very proud of myself, even if I did not really do it!

COACH - Oh, but you are! You are going to do it! I am sure about that. It is the way you speak, I can tell, I understand your starting point... and you will see, when you manage to release your fears, you will go very, very high up, be sure about that! It is very worthy to try; I know you can make it. **Holding the client vision. Fantastic!!!** Anything else?

CLIENT- Yes, there is one more reason. And the reason is that I am me. Who is different to everybody else. So, I think I can bring something different to doing coaching. I do not know what that is, and I have no idea how to do it, but I have this belief that I could be coaching “the Romina way”. Bring some uniqueness to this.

COACH – Very good. And when you say that, how do you feel?

CLIENT - I feel very good! But... Also amazed that I just said that!!

COACH - Bravo! Excellent. May be your wiser self is talking now! you know. The one that really know what you can achieve! **I wanted to make her realize that deep inside she knows that she can do what she desires. Great perspective to share!!**

CLIENT - May be!

COACH - Yeah! I always have this impact on people, you know!

CLIENT - Ha ha!

COACH - Just joking! Any other reason?

CLIENT - No, these are the main reasons.

COACH - Super, Ok, let's go to your third point, then.

CLIENT – OK, Money!

COACH – yes, Financial Freedom. Why is that important? Why do you want it?

CLIENT - Financial Freedom. I want it to be able to do whatever I want and give back to the world and have all these projects like coaching and the other projects that eventually in a future not far away, but in the next 3 years, I want to do, but only to give back to the world, Like some foundation to help children, but I need money to do that and I want to have that kind of money.

That is one thing, the other thing is that as you know I am from Argentina, and I do not want to think if I have enough money in my account to visit my family.

COACH - So I want you to express this in a positive way, though. **I wanted to turn her focus from the lack and into the possibilities and abundance. Pivoting technique. I explain this to her later on in the call. You are such an awesome coach, so tuned in and inspiring!!!**

CLIENT - Ok! This is what I desire. I want to be able to be anywhere in the world, with whoever I love! Doing what I love.

COACH – and how do you feel when you say that?

CLIENT - yes! I really want to do it! I am super motivated!

COACH - Excellent....and I feel motivated myself! I am going to steal some of this from you and put it in my own desired statements! This is great! **Holding the client's vision. Underlying the shift in energy from where we started in a subtle way. Excellent!**

CLIENT – We are motivating each other! **Romina wants to be a coach. Here I am making her feel the pleasure of inspiring others herself. Yes, perfect!**

COACH - Yes! This is perfect! What else? For what other reason you want financial freedom?

CLIENT – To travel around the world and meet also incredible awesome people.

COACH - perfect! And how do you feel when you say that?

CLIENT – I feel so happy. I had the chance to meet some amazing people in November I awesomeness feast. This group of people that come together and they do it once or twice a year now. And I have been wanted to go there for some years and I finally I had the chance to do it last November. **Giving the client full permission. Yes**

COACH – Bravo!

CLIENT - And it opened my head, my eyes and my heart to a world of abundance that I did not know was out there! And now I want that for me.

COACH - Of course! Excellent. Ok, so, is there anything there you want to write down? Or is just what you wrote before.

CLIENT - It is just what I wrote before. To be anywhere in the world doing what I love, with the people I love, travel around in the world and meet with these wonderful people that push you forward, mentor you, inspire you.

COACH - Alright! Anything else you want to add to your list? **Going back to the process. Well done**

CLIENT - Am... no I think this is it!

COACH - Ok. I want then Romina that you go back, and you read for me what you have wrote.

CLIENT - Ok, so, I want to have this software service company within the next 6 months, the reasons why is: to help people solve their pain, to create business relationships, friendships and to bring more abundance and

money into my life, to have a passive income that will also allow me free time to do other projects and to have this feeling of accomplishment that I can achieve anything, wherever I focus on; and another reason is to strengthen my relationship with my partner, because we are doing this together, and this will push forward the learning experience.

The coaching website and the coaching practice to start in the next few months, to give something to the world by doing coaching and also put myself out there and put my journey out there for anyone to learn from it, to bring my uniqueness to coaching! – I really like that! -

COACH - It is perfect! I also really like that!

CLIENT - And also because I will have conquered over myself and I am accomplished, I will feel accomplished, I can accomplish anything!

Financial freedom because it will allow me to do what I have just mentioned And also, I will fulfill my desire to be anywhere in the world, doing what I love, with who I love, and I will be able to travel around the world meeting incredible awesome, amazing people!

COACH - Excellent! And how do you feel!

CLIENT - I want to run away and start doing thing!

Excellent! That is the purpose! And how do you feel now, from a scale 1-10? How do you feel now? **Checking the shift of energy from the process. Great**

CLIENT - 11!!!

COACH - Wow! Super Romina, Excellent. So how committed are you to keep doing this process within the week or any time you need it! **Checking on accountability. Great**

CLIENT - I am Super committed! I am going to keep this paper so that I can see them every day!

COACH - Excellent! That was going to be my suggestion. If you want, you can keep it like it is, or you can write it as a statement,

CLIENT - Aha!

COACH – so... “I am going to have in the next 6 months this... because this will bring me this and that... “Write it like it is a statement, something that you are declaring to yourself and to the world, and put it somewhere that you can see it regularly, every day, on the fridge, in your desk. This will help you focus your energy on what you really want and give you the inspiration and the strength to go for it.

CLIENT - Great! Great! This is Great! Thank you much! This is really cool!

Final Remarks: during the rest of the call, I gave Maria a task, to write down all the wonderful things that she has accomplished in the last 3 months, so that she continues getting that sense of progress and accomplishment that she so much needed. I also explained to her the pivoting process and asked her to try to apply it every time that she captures herself thinking negatively. She agreed to do both exercises. **Great!!!**

I also locked in the learning from the total session, which for her was to focus on the positives her actions will bring. She said that it resonated with her the benefit to focus on what she wants and why, and the positive feelings that will derive from her actions, rather than focus on her doubts and fears. **Fantastic!**

The session run very smoothly in my opinion. I kept a good pace with the process, firmly supporting the client to focus on what she wants and why, holding her vision and securing the learning was locked and commitment for the tasks given was taken. The shift was substantial, from 6 to 11, and overall, I believe both the client and I enjoyed the call and had at the end a feeling of fulfillment. **This was an AMAZING session! There isn't any feedback I can give you other than perfect session! You are an AWESOME coach Maria. Celebrate yourself ☺**

CHECKLIST

CHECKLIST

BOOKS TO READ	Completed
<p>Attracting Perfect Customers Read by end of Module 1</p>	
<p>Ask and It Is Given Read by end of Module 5</p>	
<p>Why hasn't anyone told me? Read by end of Module 4</p>	

F O R M S



CERTIFICATION PROGRAM COACHING HOURS TRACKING@TRUEMEACADEMY.COM SHEET

Sheets to be submitted by the 3rd of each month to tracking@truemeacademy.com

Your Name: _____ Month: _____

WEEK BEGINNING :		
Duration in minutes:	No of Clients:	Total in minutes:
Duration in minutes:	No of Clients:	Total in minutes:
Duration in minutes:	No of Clients:	Total in minutes:
Duration in minutes:	No of Clients:	Total in minutes:
Total Coaching time for week:minutes		
WEEK BEGINNING :		
Duration in minutes:	No of Clients:	Total in minutes:
Duration in minutes:	No of Clients:	Total in minutes:
Duration in minutes:	No of Clients:	Total in minutes:
Duration in minutes:	No of Clients:	Total in minutes:
Total Coaching time for week:minutes		
WEEK BEGINNING :		
Duration in minutes:	No of Clients:	Total in minutes:
Duration in minutes:	No of Clients:	Total in minutes:
Duration in minutes:	No of Clients:	Total in minutes:
Duration in minutes:	No of Clients:	Total in minutes:
Total Coaching time for week:minutes		

WEEK BEGINNING :		
Duration in minutes:	No of Clients:	Total in minutes:
Duration in minutes:	No of Clients:	Total in minutes:
Duration in minutes:	No of Clients:	Total in minutes:
Duration in minutes:	No of Clients:	Total in minutes:
Total Coaching time for week:minutes		
WEEK BEGINNING :		
Duration in minutes:	No of Clients:	Total in minutes:
Duration in minutes:	No of Clients:	Total in minutes:
Duration in minutes:	No of Clients:	Total in minutes:
Duration in minutes:	No of Clients:	Total in minutes:
Total Coaching time for week:minutes		

TOTAL COACHING TIME FOR MONTH

TOTAL COACHING TIME FOR YEAR



PERMISSION SLIP TO RECORD COACHING CALLS

With this notice I hereby grant my permission to _____ (Coach's Name) to record our coaching sessions for educational purposes and supervisory feedback from True-me® Coaching Academy.

Date: _____

Client Name: _____

Client Signature: _____

Coaches:

Email a copy of each signed Permission Slip to: tracking@truemeacademy.com

FEEDBACK SESSION STAT SHEET

Coach's Name:

Client's Name:

Coaching Date:

12-15 Minute Segment of Audio to Listen		
Coaching Skills and Capabilities used during client session	Coach's Feedback (SCALE OF 1-5)	Instructor's Feedback (SCALE OF 1-5)
Meeting Ethical Guidelines and Professional standards		
Creating the Agreement for the Session		
Establishing Trust and Intimacy		
Meet the client where she/he is		
Being fully Present with the client and Active listening		
Holding the Client's Vision		
Soothing the Clients energy		
Powerful questioning vs. Telling		
Direct Communication		
Creating Awareness		
Planning & Goal Setting		
Designing Action		
Successfully executed a TBCA process		
Managing Progress and Accountability		
Lock in the learning		



FEEDBACK SESSION STAT SHEET

Coach's Name:

Client's Name:

Coaching Date:

STRUCTURES AND/OR PROCESSES USED IN THIS SESSION:

- 1.
- 2.
- 3.
- 4.
- 5.

CERTIFICATION PROGRAM
SUCCESS HABITS FOR THE MONTH: Example

My success habits for the month of: <i>June</i>	
Success Habit/ Day	1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1
Morning exercise	
Drink Water	
½ hour meditation	
My gratitude notebook	
Set an intent for the day	
Evening walk	
Affirmations write up	



ICF Sample Coaching Agreement

ICF NOTICE AND DISCLAIMER: The below form is being made available by ICF only as a sample agreement for consideration by you in creating or developing a contract that represents your legal relationship with your client(s). It is intended to serve as a reference or guide only. You will find possible standard clauses covering a number of important areas of the relationship intended to protect you and your clients. Once you have drafted your version, it is recommended that you review the form with your legal counsel for additional input.

ICF is making this sample coaching agreement available “as is” without any warranties or representatives as to its suitability for any particular purpose. ICF specifically disclaims any and all liability or responsibility for any alleged losses, injuries or damages arising out of or resulting from a coach’s voluntary decision to make use of this sample document or any variation hereof.

This Agreement is entered into by and between: Name, Company, Address _____ (Coach—identify coaching qualifications, certificate, credential etc.) and _____ Name, Address (Client) whereby Coach agrees to provide Coaching Services for Client focusing on the following topics/results/outcomes/goals attached to this Agreement as *Schedule A*.

Description of Coaching: Coaching is partnership (defined as an alliance, not a legal business partnership) between the Coach and the Client in a thought-provoking and creative process that inspires the client to maximize personal and professional potential. It is designed to facilitate the creation/development of personal, professional or business goals and to develop and carry out a strategy/plan for achieving those goals.

1) Coach-Client Relationship

A. Coach agrees to maintain the ethics and standards of behavior established by the International Coach Federation “(ICF)” (Coachfederation.org/ethics). It is recommended that the Client review the ICF Code of Ethics and the applicable standards of behavior.

B. Client is solely responsible for creating and implementing his/her own physical, mental and emotional well-being, decisions, choices, actions and results arising out of or resulting from the coaching relationship and his/her coaching calls and interactions with the Coach. As such, the Client agrees that the Coach is not and will not be liable or responsible for any actions or inaction, or for any direct or indirect result of any services provided by the Coach. Client understands coaching is not therapy and does not substitute for therapy if needed, and does not prevent, cure, or treat any mental disorder or medical disease.

C. Client further acknowledges that he/she may terminate or discontinue the coaching relationship at any time.

D. Client acknowledges that coaching is a comprehensive process that may involve different areas of his or her life, including work, finances, health, relationships, education and recreation. The Client agrees that deciding how to handle these issues, incorporate coaching principles into those areas and implementing choices is exclusively the Client’s responsibility.

E. Client acknowledges that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association and that coaching is not to be used as a substitute for counseling, psychotherapy, psychoanalysis, mental health care, substance abuse treatment, or other professional advice by legal, medical or other qualified professionals and that it is the Client’s exclusive



responsibility to seek such independent professional guidance as needed. If Client is currently under the care of a mental health professional, it is recommended that the Client promptly inform the mental health care provider of the nature and extent of the coaching relationship agreed upon by the Client and the Coach.

F. The Client understands that in order to enhance the coaching relationship, the Client agrees to communicate honestly, be open to feedback and assistance and to create the time and energy to participate fully in the program.

2) Services

The parties agree to engage in a ___ month Coaching Program through (describe method(s), e.g., in-person, internet, telephone) meetings. Coach will be available to Client by e-mail and voicemail in between scheduled meetings as defined by the Coach (describe those terms here). Coach may also be available for additional time, per Client's request on a prorated basis rate of _____ (for example, reviewing documents, reading or writing reports, engaging in other Client related services outside of coaching hours).

3) Schedule and Fees

This coaching agreement is valid as of 00/00/0000. The fee is _____ (amount in advance if applicable) and/or _____ (amount) per month based on (frequency of meetings such as # of meetings per/ wk, month, etc.).

The calls/meetings shall be _____ (length of call or meeting for example 30, 45, 60, 90, 120 minutes). If rates change before this agreement has been signed and dated, the prevailing rates will apply.

The refund policy in effect for the term of this Agreement is as follows: *Insert Coach's refund policy.*

4) Procedure

The time of the coaching meetings and/or location will be determined by Coach and Client based on a mutually agreed upon time. The Client will initiate all scheduled calls and will call the Coach at the following number for all scheduled meetings xxx-xxx-xxxx. If the Coach will be at any other number for a scheduled call, Client will be notified prior to the scheduled appointment time.

5) Confidentiality

This coaching relationship, as well as all information (documented or verbal) that the Client shares with the Coach as part of this relationship, is bound by the principles of confidentiality set forth in the ICF Code of Ethics. However, please be aware that the Coach-Client relationship is not considered a legally confidential relationship (like the medical and legal professions) and thus communications are not subject to the protection of any legally recognized privilege. The Coach agrees not to disclose any information pertaining to the Client without the Client's written consent. The Coach will not disclose the Client's name as a reference without the Client's consent.

Confidential Information does not include information that: (a) was in the Coach's possession prior to its being furnished by the Client; (b) is generally known to the public or in the Client's industry; (c) is obtained by the Coach from a third party, without breach of any obligation to the Client; (d) is independently developed by the Coach without use of or reference to the Client's confidential information; or (e) the Coach is required by statute, lawfully issued subpoena, or by court order to disclose; (f) is disclosed to the Coach and as a result of such disclosure the Coach reasonably believes there to be an imminent or likely risk of danger or harm to the Client or others; and (g) involves illegal activity. The Client also acknowledges



his or her continuing obligation to raise any confidentiality questions or concerns with the Coach in a timely manner.

6) Release of Information (*Optional, based upon specific situation*)

The Coach engages in training and continuing education pursuing and/or maintaining ICF (International Coach Federation) Credentials. That process requires the names and contact information of all Clients for possible verification by ICF. By signing this agreement, you agree to have only your name, contact information and start and end dates of coaching shared with ICF staff members and/or other parties involved in this process for the sole and necessary purpose of verifying the coaching relationship, no personal notes will be shared.

Client Agrees _____ Client Refuses _____

According to the ethics of our profession, topics may be anonymously and hypothetically shared with other coaching professionals for training, supervision, mentoring, evaluation, and for coach professional development and/or consultation purposes.

7) Cancellation Policy

Client agrees that it is the Client's responsibility to notify the Coach ___ (number of) hours in advance of the scheduled calls/meetings. Coach reserves the right to bill Client for a missed meeting. Coach will attempt in good faith to reschedule the missed meeting.

8) Record Retention Policy (*Optional, if the Coach has adopted such a policy*)

The Client acknowledges that the Coach has disclosed his/her record retention policy with respect to documents, information and data acquired or shared during the term of the Coach-Client relationship. Such records will be maintained by the Coach in a format of the Coach's choice (print or digital/electronic) for a period of not less than ___ years.

9) Termination

Either the Client or the Coach may terminate this Agreement at any time with # weeks written notice. Client agrees to compensate the Coach for all coaching services rendered through and including the effective date of termination of the coaching relationship.

10) Limited Liability

Except as expressly provided in this Agreement, the Coach makes no guarantees, representations or warranties of any kind or nature, express or implied with respect to the coaching services negotiated, agreed upon and rendered. In no event shall the Coach be liable to the Client for any indirect, consequential or special damages. Notwithstanding any damages that the Client may incur, the Coach's entire liability under this Agreement, and the Client's exclusive remedy, shall be limited to the amount actually paid by the Client to the Coach under this Agreement for all coaching services rendered through and including the termination date.

11) Entire Agreement

This document reflects the entire agreement between the Coach and the Client, and reflects a complete understanding of the parties with respect to the subject matter. This Agreement supersedes all prior written and oral representations. The Agreement may not be amended, altered or supplemented except in writing signed by both the Coach and the Client.



12) Dispute Resolution

If a dispute arises out of this Agreement that cannot be resolved by mutual consent, the Client and Coach agree to attempt to mediate in good faith for up to (certain amount of time such as 30 days) after notice given. If the dispute is not so resolved, and in the event of legal action, the prevailing party shall be entitled to recover attorney's fees and court costs from the other party.

13) Severability

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If the Court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

14) Waiver

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

15) Applicable Law

This Agreement shall be governed and construed in accordance with the laws of the State of _____, without giving effect to any conflicts of laws provisions.

16) Binding Effect

This Agreement shall be binding upon the parties hereto and their respective successors and permissible assigns.

Please sign both copies and return one copy of this Client Agreement prior to the first scheduled coaching meeting. Retain one copy for your records and mail the other to:

CLIENT:

Client Name

Address:

Name/Title:

Signature:

Date:

COACH:

Coach/ for _____ (company name)

Address:

Name/Title:

Signature:

Date:

SESSION PREPARATION QUESTIONS

1

HOW DO YOU WANT TO SPEND YOUR TIME?

For those clients that are following the Step-by-Step method or an ad-hoc session, you might want to get a heads up of what you are going to be dealing with. You can ask them to fill-in the following questions and send it back to you 24 hours prior to your meeting.

.....

To get the most out of each coaching session, take a quiet moment to consider how you want to use your time with me in our next session. Approximately 24 hours prior to our next session please email the answers to these questions and any other information you'd like to share:

- ❖ What is your agenda for today's session?

- ❖ What feelings, breakthroughs, insights or changes in belief have you had since we last spoke?

- ❖ What are the biggest personal or professional concerns you are facing now?

- ❖ What have you accomplished since the last call regarding your current projects or goals?

- ❖ What action are you ready to take now?

- ❖ Is there any feedback you want to give me?

SESSION PREPARATION QUESTIONS

2

MASTER LIST OF DESIRES

Sometimes, before starting a coaching program with clients, if you need to understand more about them, or you see them being very confused about what they want and where they are now, you might ask them to fill-in the following list. By doing it, not only they will clarify where they are today, but at the same time you will check their commitment to improve themselves and their life.

.....

Let yourself become the deliberate creator in your life. Let your imagination expand and write about the life you desire to create. Include everything you desire (the successes, the adventures, the creativity, the love and the fun) Visualize your reality to be where you manifest what you want and you are experiencing joy, health, success, abundance, fulfillment and more! In this Master Manifestation List, let your imagination be free. Don't censor yourself. Allow whatever thoughts and ideas come to you and write them down without hesitation. Let it all flow from your pen onto the paper. Write out your ideal reality for each area of your life, listed below.

If you could have a life beyond your wildest imagination, what would it look like?

EMOTIONAL LIST: What do you want and why?

RELATIONSHIP AND FAMILY LIST: What do you want and why?

CAREER AND FINANCIAL LIST: What do you want and why?

SOCIAL LIST: What do you want and why?

PHYSICAL LIST: What do you want and why?

MENTAL LIST: What do you want and why?

SPIRITUAL LIST: What do you want and why?
