



## IMPORTANT GUIDELINES FOR SUBMITTING YOUR RECORDED SESSIONS

The main objectives of your mentoring process are to elevate your mastery as a Wayfinder Coach and evaluate your coaching for certification.

To do this, we ask you to submit at least four recordings of your coaching to be reviewed and evaluated by your mentor. The first recording was submitted with your application. All additional recordings should be in alignment with the guidelines below.

### **Recordings need to be:**

- A good demonstration of the Wayfinder Coaching Model and the ICF Core Competencies in action. Advice-giving and mentoring do not qualify, as the mentors need to be able to evaluate your coaching skills.
- A good demonstration of the tools and concepts taught explicitly in the WLCT and WMCT curriculum. (For example, do not use Internal Family Systems or modalities not explicitly covered in your class materials.)
- Thirty to forty (30-40) minutes in length and should not be edited to exclude any of the actual coaching session. ***If you submit a recording that is shorter than 30:00 minutes or longer than 40:00 minutes, your mentor will ask you to submit another recording.***
- One audio file. Multiple files for one coaching session will not be reviewed.
- Unedited. Please do not cut or splice the recording of a coaching session.
- With someone other than a Wayfinder coach or trainee (see the reasons stated below).

### **Recordings are best when:**

- You share the purpose of the recording ahead of time with the client and ask if they can bring a topic that can be coached in 30-40 minutes (rather than a heavy, multi-faceted issue that would take more time).
- You are able to use the language of the client rather than relying on “coaching language.” Using the client’s language is one way to demonstrate deep listening and is key to asking powerful and effective questions while coaching.





- They demonstrate the Wayfinder Coaching Model.
- They demonstrate the ICF Core Competencies. Your mentors will use the ICF PCC Markers in the evaluation process. Your coaching session needs to exhibit:
  - Core Competency #1: a clear introduction (with permission to record and share; more below), remaining in the role of coach, and appropriately maintaining the distinction between coaching, teaching, consulting, therapy, and other support professions
  - Core Competency #2: a mindset that is open, curious, flexible, and client-centered
  - Core Competency #3: a partnership with the client to establish what they want to accomplish in the session
  - Core Competency #4: a partnership with the client that cultivates trust and safety
  - Core Competency #5: a presence with the client that is open, flexible, grounded, and confident
  - Core Competency #6: active listening
  - Core Competency #7: coaching skills that facilitate insight and learning
  - Core Competency #8: coaching skills that help transform learning and insight into action or practice.
- You do not spend much of the coaching call teaching concepts. As an example, if you spend most of a session teaching your client what their Body Compass is and how to calibrate it, we will be able to evaluate your teaching skills, but not your coaching.

**Bottom line:** Your mentor wants to hear a demonstration of your Wayfinder coaching skills. Use your best judgment on who your client is and the topics that they bring to the session.





### The process:

- Record a 30- to 40-minute coaching session that you would like to have evaluated by your mentor.
  - If you record on Zoom, please submit the audio only.
  - Other options to record include services such as [freeconferencecallhd.com](http://freeconferencecallhd.com).
  - If you are in-person, most smartphones have a voice recording app.
- Make sure to include the following at the beginning of your recording:
  - Verbal permission from the client to record your coaching session and share it with your mentor(s) for training and evaluation purposes, noting that confidentiality still applies.
  - Example language: *With your agreement, I would like to record this session so my coaching mentors can assess my work. They are only interested in the quality of my coaching and are bound by the same professional rules of confidentiality. Do I have your permission?*
- Review and answer the questions at the end of this document to determine if the recording is one you wish to submit. You will be asked to complete a self-evaluation when you submit your recording for review.
- As soon as you have a recording that you think is a good representation of your coaching skills, have your recording transcribed. Below are specific requirements for the transcript, and [here is an example](#) that is formatted correctly.
  - The transcript must be a verbatim, word-for-word record of the coaching session submitted.
  - The transcript must indicate at any time in the conversation who is speaking—the coach or the client.
  - List the coach's statements and the client's statements on separate lines of the transcript.
  - Transcripts must include timestamps at every change in speaker (coach and client).
  - The transcript must be submitted as a Word document (.doc or .docx).



- Notes on transcription services:
  - Rev.com is a reputable and cost-efficient transcription service.
  - Otter.ai is a no-cost option, but please make sure it is a clean, readable transcript.
  - Raenotes is another option, but please do not “assess” your recording through Raenotes prior to submitting it.
- Upload your recording and transcript. The Assignments & Certification module will provide specific instructions for uploading.
- Post a self-assessment of your recorded session in your dedicated thread in the *Coaching Mastery* forum.
- Your mentor will evaluate your recording based on the Wayfinder skills taught in class and the ICF Core Competencies. You will discuss your recordings and the feedback during your individual mentoring sessions.

**Questions to ask yourself before submitting your recording:**

- Is your recording between 30:00 and 40:00 minutes? (If it is 40 minutes and a few seconds long, it is over 40 minutes!) If it is outside of these parameters, please submit a different recording!
- Did you gain permission to record the session and share the recording with your mentors for evaluation? (Core Competency #1)
- Did you remain in the role of the coach and appropriately maintain the distinction between coaching, teaching, advice-giving, consulting, therapy, and other support professions? (Core Competency #1)
- Did you partner with the client and have them establish what they wished to receive in the session on the recording? (Core Competency #3)
- Did you exhibit Core Competencies #2, 4, 5, 6, and 7?
- Did you partner with the client and allow them to state their learnings from the session and design their post-session thinking, reflection, or action? (Core Competency #8)
- Did you partner with your client to end the session prior to turning off the recording? (i.e., you did NOT say “I’m going to turn off the recording now and we’ll continue coaching... ”)





- If the answer to all of these is “yes,” please submit your recording!
- If the answer to any of these is “no,” please continue to practice and submit a different recording.

#### **Where and how long will recordings and transcripts be stored?**

- Recordings are uploaded via a password-protected web form in Wordpress when you submit them through the Coach Hub form.
- Recordings are then stored in a private password-protected Google Drive folder shared only with your mentor, your peers, and the WMCT certification staff. The folder's security settings are such that only those given access can view or listen to the contents of the folder. The folder (and the copy in Wordpress) is archived for a year after you become certified for ICF audit purposes. The recording is then deleted from our files unless you are otherwise notified.
- We will share the recording outside of the training (to include with the ICF) only with your and your client's permission.
- You are responsible for having the call transcribed, so we can't speak to the confidentiality of the service that you use. Once the transcript is submitted to us, it is stored and deleted in the same fashion as the recording.
- If your client does not give permission for the recording to be shared, please do not share it with us!

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