

Hi, I'm David Hively, and I'm part of the ELCA Coaching Ministry support team. I'm excited to be with you today to unveil this year's coaching data collection worksheet. The purpose of this sheet is to help you keep track of your coaching relationships throughout the year. This will be useful to you if you plan to apply for, or renew, your credentials with the ICF, and it will make it easier to report the impact that your coaching has made at the end of the year. This data collection has been so helpful as it's enabled us to tell the story of the lives and ministries that the skill of coaching has empowered.

So, let's dive in and take a look at this year's worksheet:

The first thing that I want to highlight for you is that there are links at the top of the sheet with instructions, definitions, and an FAQ that should help you use this sheet to its fullest. The instructions link is where you'll find information about how to make your own copy of the sheet and begin to enter your information.

You'll enter your client data, one client per line. There's a column for contact information and one that specifies if you're working with an individual or a group. Please note that there are separate columns for paid and pro bono coaching. The ELCA Coaching office doesn't draw a distinction between these two, but if you are applying for, or renewing, an ICF credential, that distinction will be important. Then, you'll slide over to the section that's shaded in blue and select the demographic categories that apply. Choose every demographic that applies in this situation. And if you're working with a group, you'll select each demographic that's present in that group.

By entering your data into this spreadsheet, all the tracking and tabulating is going to be handled for you. If you come down to the bottom of the page, you'll see a tab for "results." This is where you'll see a real-time running tally of your coaching hours and the demographic breakdown of the clients that you're working with.

As always, please know that we in the ELCA Coaching office are never going to ask for the personal or identifiable information about your clients. The information that you enter into this sheet will remain exclusively under your control. All we will ask for at the end of the year is the anonymized aggregate data from your "results" tab.

Just like last year, when we come to the end of this calendar year, you'll get a link that takes you to a brief Google form that will ask for your totals for the year in each demographic category, the ones that are shaded in blue on this sheet. And again, here's the cool thing, if you use the form as intended, everything's going to be tallied for you, so completing the form at the end of the year is going to be a breeze.

Thank you for your partnership in coaching. Collecting, aggregating, and sharing this data has helped us raise the profile and legitimacy of coaching all across the ELCA. If you encounter questions or difficulties with this sheet - please start by checking the links at the top - but also feel free to reach out to me at info@elcacoaching.org.

Coach on friends! And keep on changing the world one coaching conversation at a time.