

Understanding and Agreements

We, Denslow Brown and Cameron Gott, as Coach Approach Training founders, owners and curriculum developers, and Sara Skillen as a major stakeholder and Executive Director, ask you to review and sign this document to show your understanding and agreement with the following points.

- 1. Make room in your life to learn.** We encourage you to make space in your life (calendar, brain and heart) for every CAT course you take. You'll need time for the classes, the Skills Building Group (SBG) meetings, the preparation and assignments, and the integration of the information you are learning. We also need some of your time to cooperate in 'pre-class 1' start-up tasks and a post-course evaluation after the last class. Here are some examples of making room to learn that have worked for others:
 - Create buffer times (5–20 minutes) before and after your class and group sessions to prepare, center, organize and review
 - Set aside other tasks and distractions during class and SBG time;
 - Find a regular block of time (outside of class and SBG time) for study and reflection;
 - Use the coaching skills and methodology learned in class with your clients;
 - Create coaching practice opportunities for yourself by recruiting one or more people outside of class (friends, family, colleagues, clients) to practice coaching the skills and processes you will be learning;
 - Ask people who are used to having your attention for cooperation for the weeks of training – and maybe a listening ear so you can talk about what you're learning.
- 2. Respect each other's identity, safety, information and sharing.** Learning and growing is created when participants sense a "safe space" feel able to be fully open and present, and are willing to stretch by taking risks and trying on new skills. To support this safety, do not share what others have said in class discussions, forum posts and skills group participation without permission. CAT courses are improved by the diversity our students bring (cultural, familial, abilities, racial, income, religion, class, age, etc.). Your diversity awareness and an openness to others' perspectives and lived experiences are expected and essential.
- 3. Complete the training assignments**
 - Complete all assignments, including reading and reviewing documents that will be used in each class.
 - Participate in class discussions. (If you are not comfortable speaking up in class please share this with your trainers.)
 - Post in all assigned Learning Forums in the Coaches Learning Lab (CLL).
 - Attend all Skills Building Group calls. Cooperate to reschedule SBG calls in case of emergency.
 - If you must miss a class, let your trainer(s) know in advance. Listen to the class recording ASAP (and certainly before the next Skills Building Group meets) so you are up to date on any new training and the specific SBG and other assignments. Email your trainer(s) with any

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questions. To engage with other students, post comments on the class to the *Student-Initiated Forum*.

- Complete and turn in a *Skills Building Group Report* after each SBG meeting in accordance with training instructions.
4. **Identify and advocate for your learning needs** The training content is delivered via video- or tele-conferencing technology and written materials. Since each person has preferred ways of receiving, absorbing, processing, integrating and sharing new information, we encourage you to spend time remembering or identifying your best learning strategies.

If you are not absorbing or keeping pace with the training and assignments, address the situation sooner rather than later. Options are to make this a topic for the coaching you receive in the skills building group work or to initiate a conversation with your trainers. If you know of an accommodation that would help you be a more engaged and effective learner, please propose it to your trainers or the director of training. If you don't know what a useful accommodation might be, ask the director of training for support. We have experience designing learning strategies and in helping people find the ones that work for different people. Several students have found training success because they spoke up and found accommodations that suited their strengths.

5. **Communicate with your trainers about your expectations** If you sense that the course is not meeting your expectations, please contact Denslow to discuss this. In this way, following the coaching model, we have the opportunity to co-create a successful training experience with you.
6. **Respect our intellectual property** Respect our ownership of the ideas, models, training and course materials (including recorded instruction and discussions and printed materials). Do not share our information or training materials with individuals or groups without asking for and receiving permission. In your requests, clarify with us what you'd like to share and how that might happen. You may, of course, use coaching strategies and language with your clients as you transparently create coaching relationships.
7. **Understand our possible use of course recordings** We may use part of a course recording to create an audio or written product at a later date. If that recording includes your identifiable voice or words (or a reference to you by name) we would not use it until securing your permission before proceeding.

By signing or typing my name and returning this document to Coach Approach Training, I am indicating my willingness to comply with these understandings and agreements. This agreement remains in effect for all subsequent *Coach Approach Training* courses I may participate in.

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