

UNDERSTANDING AND AGREEMENTS

I, Sara Skillen, as owner and Director of Education of Coach Approach Training Institute, and on behalf of our Course Trainers, 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 Coach Approach Training Institute (“CAT Institute”) 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 other students:

- 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 times;
- 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; and
- 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 Institute courses are improved by the diversity our students bring (cultural, familial, abilities, racial, orientation, identity, income, spirituality, class, age, etc.). Your diversity awareness and an openness to others’ perspectives and lived experiences are expected and essential. Please also refer to and review our policy on the *Use of Artificial Intelligence Tools* on our website.

3. Complete the training requirements:

- Complete all assignments, including reading and reviewing documents that will be used in each class and posting writing assignments, including SBG reports, in the Coaches Learning Lab (CLL).
- Participate in class discussions. If you are not comfortable speaking up in class, please share this information with your trainers. You may post comments in the class chat.

- Attend all Skills Building Group (SBG) meetings. 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 as soon as possible (and certainly before your next SBG meeting) so you are up to date. Email your trainer(s) with any questions.

4. Identify and advocate for your learning needs. The training content is delivered via video-conferencing technology and written/visual 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 SBG 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 Education. If you don't know what a useful accommodation might be, contact the Director of Education (sara@coachapproachtraining.com) for support. We have experience designing different learning strategies and in helping people find the ones that work best for them. Several students have found improved learning success because they spoke up and found accommodations that suited their strengths.

5. Familiarize yourself with our Policies and FAQs. We have specific policies regarding a variety of situations and questions that may arise. Please visit <https://coachapproachtraining.com/faqs/> to review that information prior to your first day of your first class.

6. Communicate with your trainers about your expectations. If you sense that the course is not meeting your expectations, please contact the Director of Education to discuss your concerns. In this way, following the coaching model, we have the opportunity to co-create a successful training experience with you.

7. Respect our intellectual property. Respect our ownership of the ideas, models, training and course materials (including recorded instruction, discussions, and printed materials). ***Do not share our information or training materials with individuals or groups without asking for and receiving written permission.*** In your requests, clarify with us how and what you would like to share, and in what format or environment. You may, of course, use coaching strategies and language with your clients as you transparently create coaching relationships.

8. 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 without securing your permission.

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

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| Name: | Date: |
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