

**Minnesota Coaches Association
SPEAKER/FACILITATOR APPLICATION**

SPEAKER INFORMATION

Speaker's Name: _____

Company & Title:

Address City State Zip: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Please attach a separate page with the following information:

- A. Your Biography
- B. Your Expertise
- C. Your Previous Presentation/Facilitation Experience
- D. Two Presentation References (*will be confidential and only used to check references*)
- E. Please give us two or three potential dates for your presentation

PROGRAM INFORMATION

PRESENTATION TOPIC OR AREA(S) OF EXPERTISE:

Check which program(s) you are interested in being considered for:

- 90-minute Professional Education Workshop (Currently held the fourth Tuesday of each month from 6:30 p.m. to 8:30 p.m.)
- 60-minute Professional Teleclass Program (Currently held the second Thursday of each month from 12:00 to 1:00 p.m. central time)
- 2012 MCA University (This is a pending event and dates are to be determined)

Would you allow the Chapter to audio record and duplicate your program handouts for a limited time webcast on the association web site? (www.minnesotacoaches.org)

Yes _____ No _____

Please attach a separate page with the following information:

- F. Title of presentation (catchy, inviting, and intriguing)
- G. Presentation Description (approximately 250 words so we get an idea of the program)
- H. Concise Description you want used for marketing purposes (about 75 words). We'll use this in our newsletter and on our website.
- I. Value to Membership
- J. Program Format
 - a. Panel and activities
 - b. Lecture and activities
 - c. Demonstration and activities

d. Other

- K. Four to Five Learner Outcomes (*At the end of the session, participants will be able to...?*)
- L. What specific tools, exercises and or/techniques will attendees take away with them and/or work on in the long term?
- M. How will this session expand the knowledge and wisdom base of the coach and the profession as a whole?
- N. Define your target audience and program level* (*see descriptions below*)

ICF CCEU REQUIREMENTS

Is the primary speaker/facilitator a **member of the ICF?**

Credential status of the primary speaker/facilitator:

ACC

PCC

MCC

Currently pursuing an ICF Credential

Not currently pursuing an ICF Credential

If known, has this speaker/facilitator **presented for the ICF in the past?**

If **'Yes'** **how many times** has the speaker/facilitator presented for the ICF? (If known, list actual number.):

If known, please indicate all of the **venues/occasions when this speaker/facilitator has presented for the ICF**. Include the topics that were discussed at each of their presentations:

Additional Speakers

If there is only one speaker/facilitator for this educational offering, please skip to the Educational Offering section.

List first *additional* speaker for this educational offering (if needed)

a. Additional speaker name:

b. Member of ICF?

c. Indicate the ICF Credential status of this speaker/facilitator:

ACC

PCC

MCC

Currently pursuing an ICF Credential

Not currently pursuing an ICF Credential

If more than two speakers, list any additional speakers for this educational offering:

Educational Offering

Proposed title for this educational offering. Which delivery method will be used to deliver this educational offering (in person, telephone, etc.)?

Indicate the most effective/preferred presentation environment for this educational offering:

Please describe the following:

The specific subjects that will be covered in this educational offering:

Coaches will learn:

What education, certification, and/or life experiences does the speaker possess that qualifies him or her to deliver this presentation:

Identify the ICF core competencies that will be covered (*see descriptions below*)

Recommend potential CCEU percentages (*see descriptions below*)

***Program Levels:**

Entry Level: Little or no experience in the subject area. Session would be for those who are new to the industry. Sessions appropriate for this level would discuss key terms and concepts relevant to the topics.

Intermediate coaches: Session would be geared for those who have solid knowledge and experience in coaching and business basics and who want to concentrate on the next level of skills.

Advanced coaches: Sessions would be for senior level members and top level decision - makers of the industry who have a wealth of experience and are looking to focus on strategic issues and vision for their organizations.

***ICF Core Competencies:** What coaching core competencies will this session address? (Check all that apply) FMI: <http://www.instituteofcoaching.org/images/pdfs/icfcorecompetencies.pdf>

- MEETING ETHICAL GUIDELINES AND PROFESSIONAL STANDARDS
- ESTABLISHING THE COACHING AGREEMENT
- ESTABLISHING TRUST AND INTIMACY WITH THE CLIENT
- COACHING PRESENCE
- ACTIVE LISTENING
- POWERFUL QUESTIONING
- DIRECT COMMUNICATION
- CREATING AWARENESS
- DESIGNING ACTIONS
- PLANNING AND GOAL SETTING
- MANAGING PROGRESS AND ACCOUNTABILITY

***CCEU Recommendation:** What continuing Coaching Education Units (CCEU's) do you recommend assigning to this session?

Note: Percentages must be in increments of 25 percent, 50 percent, 75 percent or 100 percent.

- Coaching Core Competencies _____%
- Personal Development _____%
- Business Development and Marketing _____%
- Other Skills and tools _____%

Return applications to:

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Questions to: profdev@minnesotacoaches.org