International Coach Federation – Maryland Charter Chapter

presents…

"Coaches Corner"

In celebration of International Coaching Week (ICW)
May 16, 2016 – May 20, 2016
March 9, 2016

What: ICF MD Chapter's Participation in ICW Week "Coaches Corner": Panel Discussion, Coaching Demonstration and Mini Presentations

What is ICW? International Coaching Week which is an annual ICF Global event designed to educate and inform the public about the art and the practice of coaching.

When: Thursday evening, May 19, 2016 from 5:30- 7:00 pm – Day four of ICW.

Where: The Professional Outplacement Assistance Center or POAC, 312 Marshall Avenue., 6th Floor Laurel MD.

What is POAC? POAC is a state run program that assists professionals with career transition and/or self-employment. The services are free to participants and include: Affinity Groups, Workshops on various topics including: job search techniques, interview prep, interviewing skills, using LinkedIn for job search, applying for federal jobs, networking, etc.

General Description of POAC Participants: Age Group: 40 – 65. Gender: Mostly female. Education: Most have at least one degree.

As a Volunteer Coach, What is Expected of You?

1. Attend three Conference Calls:
    a. Informational Calls: March 21 and April 25, 2019 from 7:30 – 8:30 pm.
    b. Wrap Up Call: May 23, 2016
2. Prepare (at a minimum) a one page handout for your mini presentation on the following topics: job search techniques, interview prep, interviewing skills, using LinkedIn for job search, applying for federal jobs, networking. If you have a topic not included that you think will be helpful to the audience, you are welcome to offer it for consideration.
3. Arrive by 5:00 pm day of event, Thursday, May 19.
4. Provide your bio, professional headshot, mini presentation topic and outline by ***April 17, 2016*** – 5 pm to berriwells@turningpointsolutions.net.

"Coaches Corner" Layout: Consists of three components: Panel Discussion, Coaching Demonstration and Mini Presentations

1. Mini Presentations: 15 – 20 minutes
2. Coaching Demonstrations: 10 minutes
3. Panel Discussion: 30 - 45 minutes

Activities 1 and 2 will occur in small groups lead by volunteer coaches. Activity number three is a large group activity with the entire audience assembled together.

Mini Presentations – will allow the participants to receive cutting edge training and information. Additionally, participants will have an opportunity to interact with a coach in a small group setting. The mini presentation will address a specific topic, for example: staying positive during an extended career transition, job search trends, tips and tricks to avoid ageism and age discrimination, etc.

Coaching Demonstrations – Also provide participants an opportunity to observe a coach in action, experience coaching as they observe. The demonstrations will occur between two coaches – one who will serve as the coach and the other volunteer coach will assume the role of a client. POAC participants cannot receive coaching during the event.

Panel Discussion – Volunteer coaches will serve as a panelists and will respond and provide insights and suggestions to the questions that are posed.

Number of Coaches Needed: Between ten to 12 coaches.

Coaches Needed Who Can:

- Facilitate a small group, mini presentation 15 to 20 minutes
- Demonstrate the use of coaching tools and techniques in a small group coaching presentation(s)
- Address: Career Transition, Job Search, Life, Finances, Health, and Executive
- Are diversified in terms of gender, age, and ethnicity

How will Volunteer Coaches Benefit?

1. Community Service!!
2. During the event, Volunteer Coaches will be allowed to make available their brochures, business cards and other promotional materials.
3. Inclusion in the typed Program which will include the names and contact information of the Volunteer Coaches.
4. An opportunity to demonstrate coaching skills in front of live audience during the Coaching Demonstration.
5. Photos at the event that will be uploaded onto ICF MD Chapter website.

Publicity and Exposure:

1. Every effort will be made to have the event covered in the local newspapers, the Laurel Leader and The Gazette
2. Social Media – Volunteer Coaches will be encouraged to promote and announce the event on their individual sites and outlets.
3. ICF Maryland Chapter will also announce the event on web-site.
4. Public Access Television – pending approval from POAC, public access television will be contacted and invited to tape the event. If possible, coaches will receive access to the recording to use.

Volunteer Informational Conference Calls:

a. Phone Number: 712-775-7031
b. PIN: 187-545-070
c. Call Number One - Monday, March 21,2016 from 7:30 – 8:30 pm
d. Call Number Two – Monday, April 25, 2016 from 7:30 – 8:30 pm
   Additional information needed: please contact ICF Membership Chair - Berri Wells at berriwells@turningpointsolutions.net or text 301-905-7160 (please do not leave voicemail message)
e. Call Number Three – Monday, May 23: Feedback and lessons learned

Please note, to participate as Volunteer Panelist and/or Demonstrator, ICF Global membership ***is required***. A credential is ***not required*** to participate as a Volunteer Coach.