IAPRC

International Association of Professional Recovery Coaches

Training & Certification

Key Considerations & Requirements for your video session submission:

- **Professional Space** - Ensure you are in a confidential professional space and free from distractions. Shut off your cell phone and turn off your email notifications. If you have pets, ensure they are out of the room and will not disturb your coaching session. Audible and visual interruptions or distractions impact the client experience negatively.

- **Camera** - Check your camera position and lighting, be sure that the client can see your entire face. If your forehead is cut off or your jaw is all they can see this will impact rapport building and trust. They should see you fully in view.

- **Lighting** – Be sure you have good lighting so that you can be fully seen. If you have a window behind you, that will blow out your image and you will be dark. Instead try to position yourself in a way that you are facing towards the window. Or use some small desk lamps (LEDs are best) or an inexpensive RING light to ensure you are seen.

- **Audio** – Nothing worse than a poor audio signal. Be sure that your client can hear you and that you can hear your client. Do not be afraid to tell them you can not hear them. If you are noticing issues with their sound, suggesting a set of earbuds with a microphone on it is usually sufficient. They too should be in an area for their session that doesn't have a noisy background. If you can invest in a good set of ear buds with a mic or a stand alone microphone it makes a world of difference. If the reviewer can not hear you or the client clearly; the session will be rejected.

- **Zoom Settings** – Be sure to check that you zoom is configured to record in GALLERY view. This is where your image and the clients image appear side by side. The recording must show you both on camera at all times. Speaker view is not allowed and will be rejected. If the client does not want to be "on camera" they can decline, however the coach MUST be visible the entire time.

- **Relax –** Take a few deep breaths, meditate, pray, dance, go for a walk or do whatever allows you to be fully present for your client. Connecting with your client, is the most essential coaching skill there is.

- **Use a Timer** – Choose one that is inaudible to ensure you start and end your session within the 30-minute timeframe. You can use your cell phone clock timer app if you can keep it from going into lock mode, the timer app on your laptop, the clock on your computer screen or perhaps a stand-alone timer on your desk. Keep in mind that constantly glancing at your timer will break connection with the client, so set your timer in a place that its not so obvious each time you glance at it. You may need to record several sessions to practice time management to achieve a full session that starts and ends within the 30-minute time frame. There is a grace period of two minutes. Anything beyond that will be rejected. Do not edit your recording in any way, this will result in rejection.

- **Transcript** – Once you have chosen the recording you wish to submit use the recommended service to avoid rejection of the recording. The transcript must show each speaker (Speaker1 and Speaker2) and must include time stamps. Accuracy is key. You can double check it for accuracy but DO NOT edit out anything, this will result in a rejected recording.

- **Have FUN** - Bring your energy and spirit to the session and create an engaging experience for your client. Coaching does not have to be serious, but it should be sincere.

- **Record Several Sessions** – It takes time and practice to demonstrate all the competencies within a 30-minute session skillfully. This is a high standard. Do not rush this process. Take time to get familiar with each of the competencies, practice them, review your sessions and self score each one of them. Upon review, what you would definitely repeat next time and what might you refine?