

Dear Presenter:

We appreciate your interest in speaking to the members and guests of the Central Ohio Coaches chapter of the International Coach Federation. Our process for selecting speakers has been designed to offer high quality professional educational programming to the group that assists in developing powerful businesses and coaching capacities.

Before deciding to submit the “Professional Speaker Form,” please consider:

- We know that you coach and speak professionally and we appreciate your time and commitment to present to our non-profit organization. As a token of our appreciation we pay a \$200 honorarium to cover some of your expenses.
- Members prefer a small take-away handout with key presentation points or tips for implementing the materials learned. Please develop this handout for members and avoid recycling handouts from previous presentations.
- Our membership includes 75-100 individuals and 30-40 people usually attend each meeting.
- We meet at Franklin University, Ross Auditorium located at 301 East Rich Street, Columbus OH 43215 in Downtown Columbus, (614) 341-6300 the second Monday of each month at 4:30pm.
<http://maps.google.com/maps?f=q&hl=en&geocode=&q=301+East+Rich+Street,+Columbus+OH+43215&sl=40.063213,-83.042866&ssp=0.009377,0.020707&ie=UTF8&z=16&iwloc=addr> . You can also request a map your COC contact. The parking lot is located at the West side of Grant Street between Main Street and Rich Street.
- Most members come early for networking and food. We begin promptly at 4:30 p.m. to conduct chapter updates and your presentation starts at 5:00 p.m. Please plan to attend early for set up and greeting members.
- The speaking engagement is approximately 1.0 hours long and takes place between 5:00pm-6:00pm. Most attendees network after the event and you are welcome and encouraged to stay after your presentation to interact with members.

We hope that these bullets assist you while preparing your “Professional Speaker Form.” As you can see on the speaker form, we would like you to tie ICF coaching competencies to your presentation. For a detailed list of the competencies, please visit: <http://www.coachfederation.org/research-education/icf-credentials/core-competencies/>

Please let us know if you have any questions about completing the form. We are happy to review it with you. Once it is received, the Educational Committee will review the information, contact your references, and follow up with you to discuss next steps.

We appreciate your interests and look forward to contacting you shortly. If you have any questions, please contact Kevin Tucker, Director of Education at CoachKevin@CCubedCareer.com or at 740.497.4351.

You MUST complete all information in this form.
E-mail completed form to CoachKevin@CCubedCareer.com or call for fax info

In addition to the information below, please submit bios (not résumés) for all speakers and provide 2 references that can discuss your past speaking/presentation skills.

Professional Speaker Form

Information for Education Offering:
This section only for internal COC use.

Name of group with is applying for this CCE offering:

Contact person (name of person submitting this application):

E-mail address for this contact person:

Date of the educational offering:

Start time for this educational offering (hh/mm)

Duration of this educational offering:

Geographical location/time zone for speaker:

Contact Information:

Program facilitator to complete the following information.

Name of **primary** speaker/facilitator:

Title:

Company or company affiliation of primary speaker:

Phone number for primary speaker:

E-mail for primary speaker:

Website of primary speaker/speaker's organization:

Please **bold** your answers to the following questions:

Is the primary speaker/facilitator a member of ICF National:	Yes	No	
Does the primary speaker hold an ICF certification? If yes, select:	ACC	PCC	MCC
OR are you currently pursuing ICF credentialing?	Yes	No	

Has the primary speaker/facilitator presented to ICF in the past (national and chapters): Yes No

If yes, how many times? _____

If yes, please list venue(s), topic(s), and date(s)

Additional Speakers

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

List first additional speaker(s) for this offering (if needed):

- a. Speaker name:
- b. Member of ICF?
- c. Indicate the ICF Credential of this speaker/facilitator: ACC PCC MCC
- d. **OR** are you currently pursuing ICF credentialing? Yes No

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Program Overview:

Title (and subtitle) of presentation (please note that we can't process your application without a title):

This presentation will be delivered (please **bold** your answer):

Face-to-face in a group
 Tele-class (voice only presentation)

Indicated the most effective/preferred presentation environment for this educational offering. Please include room set up, A/V needs, and any other information needed to ensure the venue is properly set.

Provide a brief general description of the proposed educational offering:

What are the **specific subjects** that will be covered in the presentation:

Please list the **learning outcomes/objectives** for the audience (what the audience will learn as a result of the session.)

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

Coaching Competency:

Please **select** the competencies that best fit your presentation and indicate the percentage covered in your presentation:

Setting the Foundation

1. Meeting ethical guidelines and professional standards _____%
2. Establishing the coaching agreement _____%

Co-creating the Relationship

3. Establishing trust and intimacy with the client _____%
4. Coaching presence _____%

Communicating Effectively

5. Active listening _____%
6. Powerful questioning _____%
7. Direct communication _____%

Facilitating Learning and Results

8. Creating awareness _____%
9. Designing actions _____%
10. Planning and goal setting _____%
11. Managing progress and accountability _____%
12. Co-creating the relationship _____%

Other: Personal development of coach, business development, tools to support business _____%