

Module #13/Week #25/Pod Call #13: Completion

Upon completion of this module, participants will be able to:

- Have a deeper understanding of the skill of completion, and complete with their clients consciously.
- Celebrate and honor the completion of this journey together.

Time	Activity	Notes
0:00-0:10 10 min.	Welcome and Wow, Look At Where We Are! Set Up: <ul style="list-style-type: none">• Last call of your Certification Program: “You made it — congratulations!” Possible questions: <ul style="list-style-type: none">• What emotions are you experiencing and what emotions are you avoiding around completion?• What is the tone you want to have for our completion today?	Set a tone of CELEBRATION and include whatever other emotions are present.
0:10-0:15 5 min.	Context for Completion Set Up: <ul style="list-style-type: none">• Conversation about completion.• What’s the tone you want to have for completion with your <i>clients</i>? Overview of today’s call: <ul style="list-style-type: none">• Any remaining questions about the process from here• The skill of completion as a coach• What’s next for you• Breakthroughs & breakdowns• Verbal completion	Key Learning Points: <ul style="list-style-type: none">• It’s about conscious closure.• Much like we have designed alliance as conscious creation of relationship. We have completion as conscious closure.• Closure also can be designed.

Time	Activity	Notes
0:15-0:20 5 min.	Data/Particles Section Set Up: <ul style="list-style-type: none"> • See if there are quick questions now. • Talk about your role from here on. • Remind them to fill out their Feedback Survey at the end of the Program Guide on the Home Page. Do it now — within one week of today's call. It is part of documentation to complete the Program and take their oral exam. 	Technically they have up to 30 days to complete their feedback survey; and we would like them to do it while their experience is fresh.
0:20-0:30 10 min.	Completion as a Coaching Skill Set Up: <ul style="list-style-type: none"> • Discussion: Ask the group what they do or will/could do to complete with their clients. • Whether you have had clients complete yet or not, what do you want to make sure happens with your clients at completion? 	Key Learning Points: <ul style="list-style-type: none"> • Completion is something we often ignore in life. It's hard to say goodbye sometimes. • Completion is taking the time to say what is "so" when something is done — Articulate What's Going On. • It's important to do with clients <ul style="list-style-type: none"> — On week-to-week calls. — When completing a coaching relationship. • Some coaches have designed completion homework/questions. Be sure to have a process that you want to use to complete calls. • There is generally a bit of "down" and "up" around completion many times (i.e. failure stuff, success stuff). • Completion makes room for what is next. Encourage to "complete" both the successes and failure.

Time	Activity	Notes
0:30-0:40 10 min.	<p>What's Next Conversation</p> <p>Set Up:</p> <ul style="list-style-type: none"> • Discussion about next steps and possibilities. • Remind them that it's important to keep growing as an individual while they coach others. Have a coach and keep looking for other programs to involve themselves in. • Name the programs listed below and see what else they want to add. (Can be handled in email ahead of time.) • What is next for Pod? <p>CTI Offerings:</p> <p><i>The Leadership Program</i></p> <ul style="list-style-type: none"> • Brings forth the leader in them. • <i>CPL</i>: Speak about the impact the Leadership Program had on you personally. And ask others in the Pod who have completed or are enrolled in the Leadership Program to speak too. • A marked impact on every area of their life, including their coaching. <p><i>The Leadership Circle Profile Certification</i></p> <ul style="list-style-type: none"> • Powerful assessment and set of coaching tools for your clients in organizations and leadership positions. • If you are working in an organization, you will benefit from being certified to use an assessment tool, and this course will have huge value for you. • Have personal breakthroughs through doing the assessment as part of the course. <p><i>Assisting at CTI workshops</i></p> <ul style="list-style-type: none"> • A great way to continue to deepen their learning. <p>What else have you done that's assisted you in being a great coach?</p>	<p>Key Learning Points:</p> <ul style="list-style-type: none"> • Encourage them to continue if they want. Many groups have continued meeting by teleconference, some for several years. This conversation should have already started by now. Encourage them to go for what they want. • Get excited about what ways they can combine Co-Active® Coaching with other things!

Time	Activity	Notes
0:40-1:00 20 min.	Breakthroughs and Breakdowns Set Up: <ul style="list-style-type: none"> Students will bring to the call: <ul style="list-style-type: none"> Your biggest win, success or breakthrough in this program and what you learned from that. Your biggest loss, disappointment or breakdown from the program and what did you learn from that? You can decide which comes first, wins or losses. Have each person share and have group acknowledge the sharing. CPL share as well — you are stepping more fully into colleague here. 	<ul style="list-style-type: none"> Allow students to be with whatever they bring. No fixing or glossing over the breakdowns. Let there be celebration in all of it. Depending on where you are with time, can have people acknowledged briefly here.
1:00-1:25 25 min.	Participant Completion Set Up: <ul style="list-style-type: none"> Each person gets a turn to say what they need to say. Group can acknowledge and champion that individual, as if they're on the hot seat. CPL acknowledge them too. Can include celebration/praise of job well done AND make sure acknowledgment happens too. 	Key Learning Points: <ul style="list-style-type: none"> Set a tone for this that's appropriate for the group. Celebration, reverence, etc. You might use their group name as a metaphor. Or refer to any themes the group has adopted along the way.

Time	Activity	Notes
1:25-1:30 5 min.	Closing <ul style="list-style-type: none"> Leaders say what they need to say to be complete — speak as a leader of this Program. SAY BYE!!! 	From Level 4 (Responsibility for Impact): <ul style="list-style-type: none"> Light them up as to how they showed up in this program. Where you see them going as coaches. Remind them that you are holding them and you are their champion.
1:30+	Off the Call <ul style="list-style-type: none"> Leaders celebrate your own terrific work you did with this Pod! Yeahhh!!! And then go grade their exams and submit to CTI within two weeks. 	