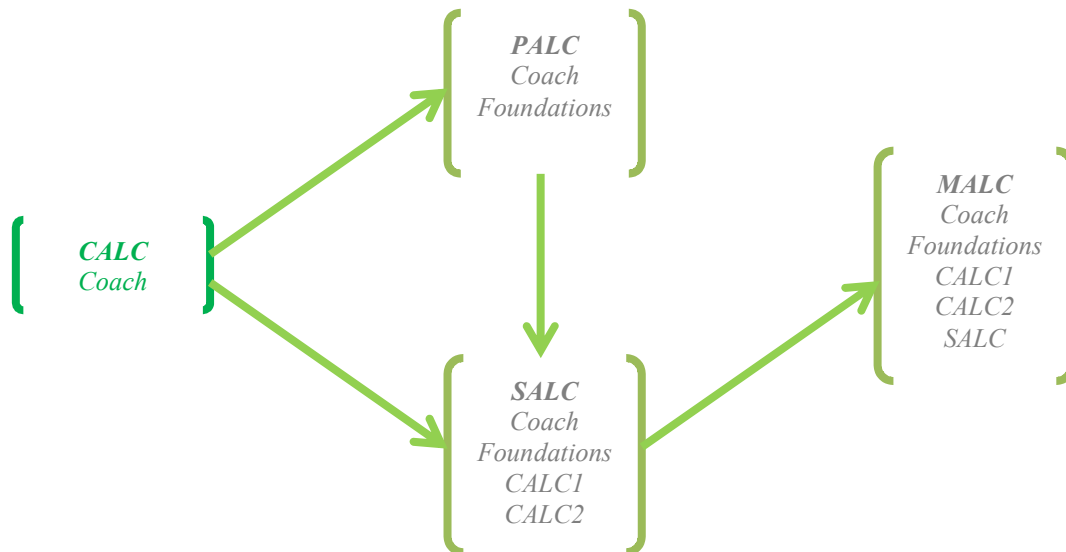


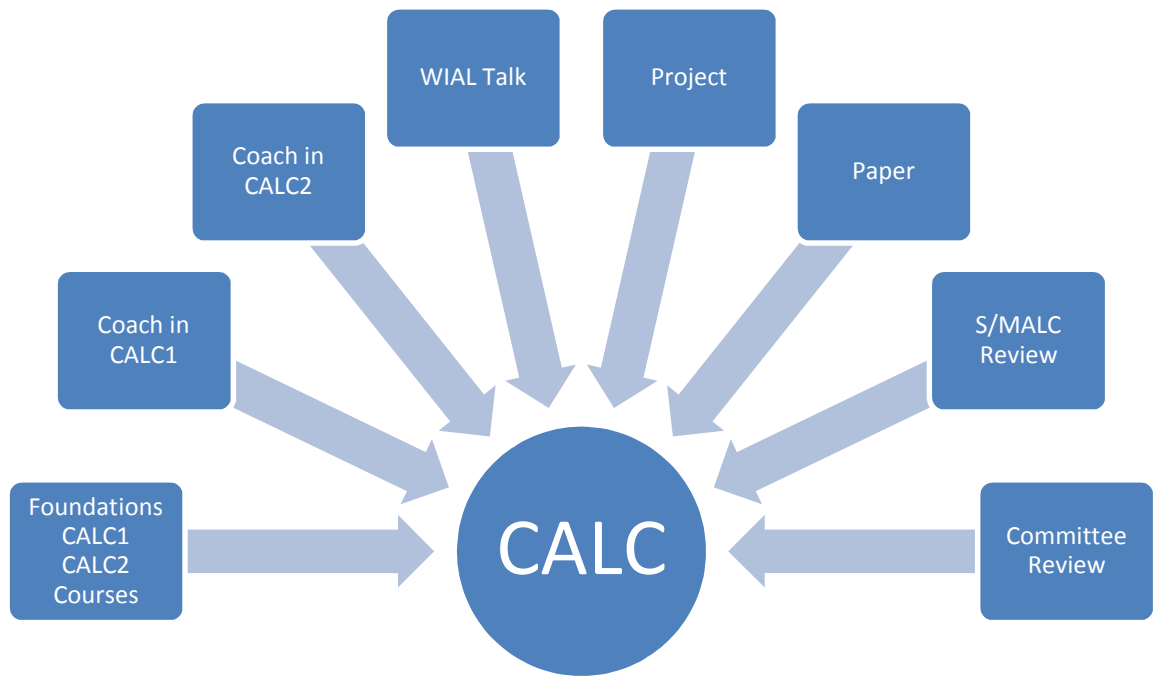
Certified Action Learning Coach Certification Requirements (CALC)



Certification by WIAL as an Action Learning Team Coach requires participation in three two day workshops in which participants build progressively their proficiency in coaching teams engaged in Action Learning and the development and implementation of an Action Learning project. The requirements are explained below in detail.

The three workshops that comprise the Action Learning Team Coaching Certification program include: Foundations, Certification for Action Learning Coaches One (CALC1), and Certification for Action Learning Coaches Two (CALC2).

In the Foundations program, **which is pre-requisite** for CALC1 & CALC2, participants are exposed to the theoretical as well as the practical aspects of Action Learning. Participants are given the option of experiencing Action Learning as a participant and/or a coach. In CALC1 and CALC2 participants increase their proficiency as team coaches, learn from their project experience and receive feedback regarding their team coaching proficiency from peers and the session lead. All CALC sessions are lead by a Master Action Learning Coach (MALC) or Senior Action Learning Coaches (SALC).



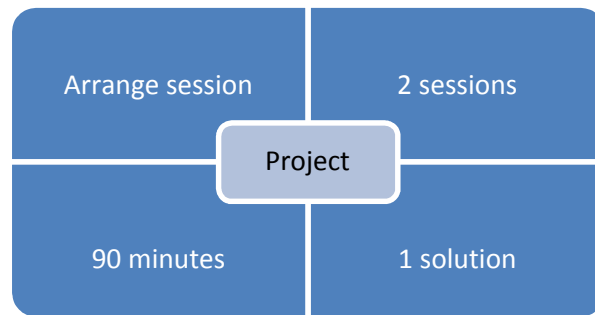
Certification Requirements

1) **Practice Sessions (CALC1 & CALC2):** Each participant will:

- a) Act as an Action Learning Team Coach once during in each workshop.
- b) If team sizes allow, participants will observe at least once. Observers, along with the session lead, will observe opportunities for interventions and give feedback on the effectiveness of the intervention made by the participant who is practicing and developing skills as an Action Learning Team Coach.

2) **Paper:** Participants will complete a paper describing an Action Learning project where they are the primary interface for engaging the client. The paper may describe phases of the same project or different projects.

We suggest the first session occur after CALC1, and the second occur after CALC2. To be considered complete, a project must reach at least the stage where the Action Learning Team defines and develops plans for implementing solutions.



At a minimum:

- a. The participant will have arranged for the Action Learning project (s).
- b. Conduct a minimum of 2 sessions (either different teams or different days).
- c. Each session will be a minimum of 90 minutes.
- d. At least 1 session will reach the solution phase.

Note:

- If the first session reaches the solution phase, a second project must be arranged for the second session.
- If it takes more than two sessions to reach solution, the project is not complete until the final session.

Header format:

- Name
- Foundations date and lead
- CALC1 date and lead
- CALC2 date and lead

Paper Format

1. Introducing Action Learning

1.1. *To the organization*

- 1.1.1. How the sponsor was approached
- 1.1.2. How participants were selected
- 1.1.3. How participants were trained

1.2. *To the team*

- 1.2.1. Process
- 1.2.2. Leadership Skills

2. Action Learning project(s) Description

- 2.1. Problem presented
- 2.2. Problem After Consensus
- 2.3. How the Problem Presenter was helped.
- 2.4. Actions to be taken

3. Learnings

- 3.1. Challenges encountered completing the project:
 - 3.1.1. How did you address them?
 - 3.1.2. Upon reflection - how could you have better addressed them?
- 3.2. Intervention opportunities:
 - 3.2.1. How did you address them?
 - 3.2.2. Upon reflection - how could you have better addressed them?

4. Reflections about your team (Team Learnings):

- 4.1. Leadership skills
- 4.2. Individual learnings
- 4.3. Team learnings
- 4.4. Organizational learnings

5. Reflections (Personal Learnings)

- 5.1. What did you learn about yourself as a coach?
- 5.2. What did you learn about the power of Action Learning?

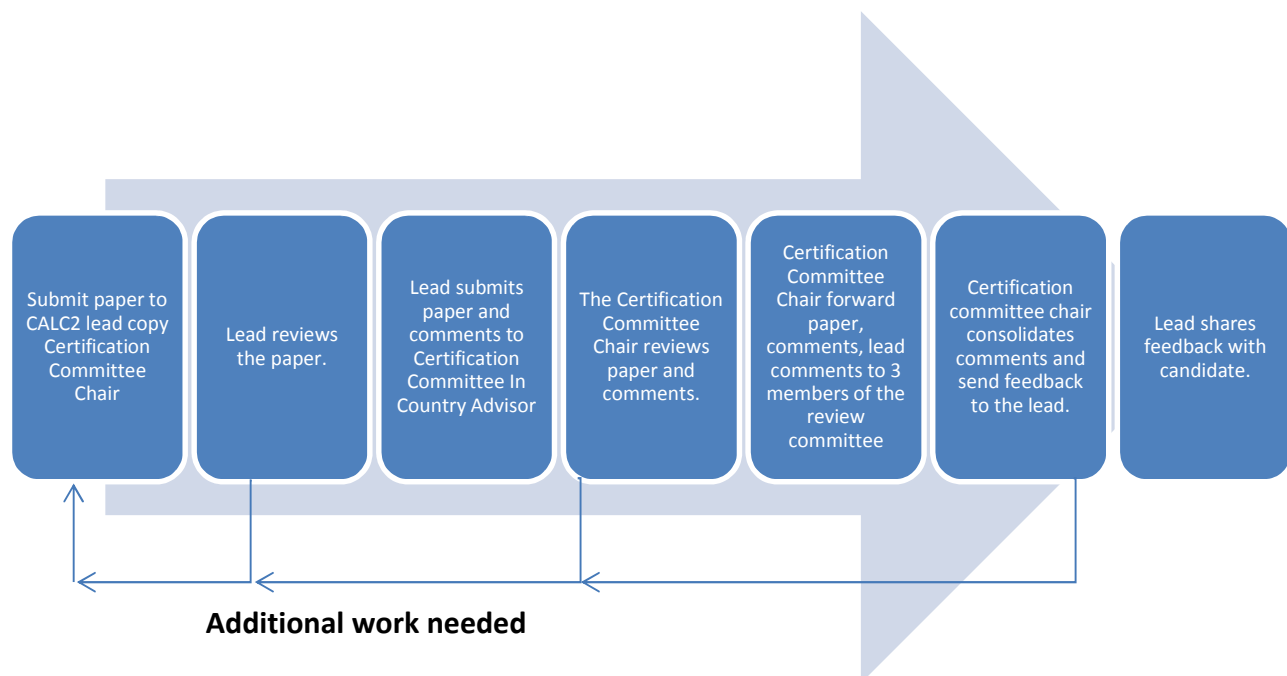
6. Testimonials (Optional)

- 6.1. Team members
- 6.2. Client / sponsor / Organization

Expectations:

- *Incomplete responses will result in the paper being returned for completion.*
- *Papers not following the given outline will be returned for rewrite.*
- *Papers are expected to be 5 – 7 pages. Papers exceeding 10 pages will be returned.*
- *The key to a quality paper is the reflections and learnings.*

Paper Submission/Review Process



Certification Advisors – is a SALC or MALC in country that has been approved by the certification chair that has been approved to receive and process CALC submissions within country. Countries where an in country certification advisor has not been approved, will submit their papers to the WIAL Director of Certification.

Feedback will either be:

- That the candidate has met the requirements for certification and any tips the committee notes while reviewing the paper;
- More information is needed – typically something is missing from the paper; or
- Another session needs to be run (including the submission of another paper) in order to enhance the skills before meeting the requirements for certification.

During CALC1 and CALC2, time will be reserved for participants to discuss the challenges they are facing with their projects and to gain insight from fellow participants and the session lead on alternative ways to understand and address their situations.

3) “What-if” scenarios will be posted to the WIAL Talk Blog. Certification candidates are expected to post to the WIAL Talk Blog. Candidates are encouraged to respond to all scenarios, with a minimum of 5 responses being required.

To register for the blog go to www.wial.org, select WIAL Talk, select register. You will receive notification of when new scenarios are posted. Feel free to read what is there. Contribute to the discussion even if it is to agree with how someone else proposes handling the situation.

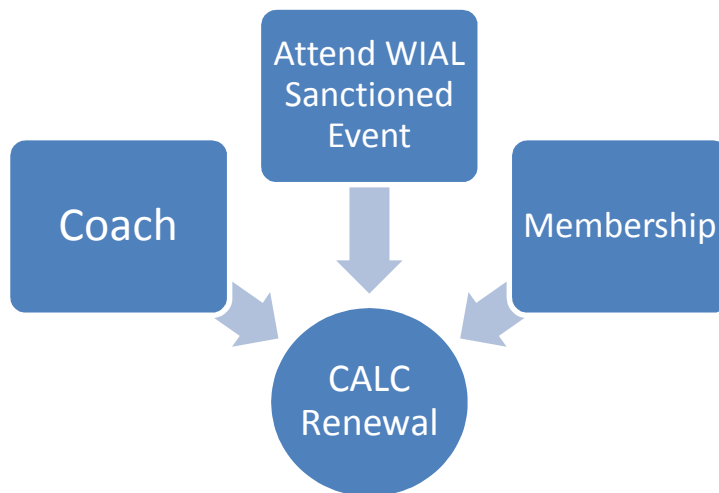
Projects must be completed within one (1) year of completing the final class. If a paper has not been submitted within the one (1) year period the candidate must refresh their learning either through an approved course or shadow coaching.

Assessment of Proficiency

Assessment of a participant's Action Learning Team Coaching proficiency will consist of a combination of the observations of the session lead and observer(s). A coach must demonstrate proficiency for all elements of the certification instrument, as observed over CALC1 and CALC2. A participant who is not rated as proficient by the end of the final session will be afforded an opportunity to join another CALC class, or the option of shadow coaching to gain more experience and proficiency.

The Action Learning project paper and the responses to the "what-if" scenarios will be used as an element of the proficiency assessment.

Renewal Requirements



Certification is considered current for a period of two (2) years. To renew your certification status you must:

- a. Submit proof of having coached a minimum of 5 hours of Action Learning during the prior two years. This proof will be sent to the Director of Certification (certification@wial.org) and take the form of:
 - a. A short write of a project that can be used in the WIAL newsletter.
 - b. A testimonial from a team member or client that may potentially be used in marketing material.
 - c. Note – if confidentiality requires that names or organizations be withheld – please indicate this with the submission.

- b. Participating in the annual WIAL Conference (or other WIAL sanctioned event), or participate in 2 mini forums, or host a WIAL mini forum. WIAL's version of continuing professional education.
- c. Maintain membership in your local affiliate, or if one is not available WIAL.