



An officially sponsored Educational Teleclass

**So You Want
to be a
Level IV Program Coach?**
(This is a not-for-credit teleclass)

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Presenters:

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Why Become a Level IV Training Program Coach?

1. You want to deepen your professional organizing and CD knowledge.
2. You want to see chronic disorganization, professional organizing, and client challenges through the eyes of a colleague.
3. You would like to learn introductory coaching skills.
4. You desire to build mentoring skills.
5. You would like to develop leadership proficiency within the field of organization.

Indications that Being a Level IV Training Program Coach Isn't For You

1. You just want to take the “next step” in the NSGCD Certification Program.
2. The idea of nurturing and teaching another organizer one-on-one isn't appealing to you.
3. You think that you will be able to call yourself a coach as a result of this training.
4. You do not feel that you can evaluate someone's assignments, give feedback, and possibly have to ask for multiple revisions.
5. You do not have adequate time.

What others say about Level IV

I decided to take the Level IV training because I enjoyed the education I received as a CPO-CD® candidate, and I want to continue to develop my skills in both working with CD clients and teaching others to work with CD clients. I gained an incredible amount of knowledge and confidence by doing the CPO-CD® program, and I want to share that with others as I continue to gain more knowledge and confidence.

Laurene Livesey Park, CPO-CD, currently in Level IV program

I loved all aspects of the Level III program and could not wait to go through it again from a different perspective. The personal and professional growth that I had in Level III continued as I moved on. In the Level IV program, I benefited from having private and group sessions with my mentor coach and dialoguing with other Level IV coaches. These interactions along with the coaching sessions with my student were amazing and rewarding. Looking ahead, I hope to help many more Level III students' blossom as they reach for their goals.

Linda Samuels, CPO-CD®, Level IV Program Coach graduate 2008

Martin Luther King, Jr.'s statement, "*We may have all come on different ships, but we're in the same boat now*" summarizes my decision to continue training in the NSGCD certification program, after becoming a CPO-CD. The more Level IV and Level V CPO-CD subscribers I engage with, the more my respect for NSGCD grows. Commitment, through continuing training and education is the best way to improve one's career and become knowledgeable on a variety of organizing topics. I relish teleclasses and annual conferences with like-minded NSGCD subscribers. I especially enjoy coaching Level III candidates and feel that each new generation of NSGCD graduates brings hope for the future.

Geralin Thomas, CPO-CD®, currently in Level IV program

I was on the fence about becoming a Level IV program coach after completing my CPO-CD®. I decided to apply, in part because I am so grateful to the NSGCD for the training I have received. The experience has been unexpectedly interesting and rewarding. It is yet another growth opportunity which translates into a being a better and more deeply grounded organizer.

Kim Anker-Paddon, CPO-CD®, currently in Level IV program

Are You Ready?

Before you sign up, you must meet the following qualifications:

- Be a subscriber in good standing of the NSGCD.
- Currently working with at least one CD client.
- Received your CPO-CD® credential.

Commitments & Program Obligations

Are you willing to:

Within the Program Coach Role

- a. Attend the Level IV Orientation Teleclass on **January 13, 2009 at 8:00 pm Eastern**
- b. Sign the statement of confidentiality.
- c. Diligently coach, train, and mentor a Level III Student:
 - o Read/review (publications, websites) and plan for the 18 sessions
 - o Accept the calls from Level III student by telephone for the 18 program hours
 - o Read Student's written assignments and prepare feedback
 - o Complete evaluations, write a letter of recommendation and prepare the Student Portfolio
- d. Communicate with the appropriate person if have communication challenges with Level III student or Mentor Coach.
- e. Attend the **(5)** quarterly two-hour group training and lab sessions.
- f. Attend the **(5)** independent one-half hour mentor coach sessions.

Outside the Program Coach Role

- g. Complete **CD General Public Service** tasks for a total of **5 points**. See Service Point Plan on the Subscribers Only part of the NSGCD website for additional details.
- h. Complete one additional Level I Certificate of Study (for a total of 4).

- i. Complete the five required readings and write five book annotations.
- j. Publish an article on CD issues or create an educational tape for NSGCD, NAPO, POC, or other approved organization.
- k. Complete **NSGCD Direct Service** tasks for a total of **15 points**. See Service Point Plan on the Subscribers Only part of the NSGCD website for additional details.
- l. Facilitate one NSGCD teleclass or present formally as a panelist at an NSGCD conference.
- m. Facilitate a NSGCD new member orientation, certificate program orientation, or NSGCD Study Session or discussion group.
- n. Complete the Level IV commitments and obligations within two years of beginning the program

Important Dates

- Registration and payment postmarked by 11/14/08 and sent to NSGCD-HQ.
- Waiver form (if necessary) postmarked and sent to Janice Russell (P.O. Box 794, Morrisville, NC 27560) by 11/14/08.
- Required Level IV Orientation Teleclass on January 13, 2009 at 8:00pm Eastern time.
- Start coaching sessions in February, 2009.
- Complete Level IV requirements September, 2009 – January, 2010.