

ECHC Coach Check List

- Successfully completed your Winslow Assessment and completed the Winslow Homework associated with completing your Winslow.**

- You have attended both Primary ECHC Trainings (8 hours).**

The recorded trainings are stored within the LMS under my courses in the resources section. For a more detailed description of how to find the resources section please refers to the quick start guide.

- You have completed all the modules on the LMS**

This is the link that needs to be used to access the LMS: <http://executivecareerhub.absorbtraining.com/>

Please keep your Username and Password in a safe and easy to access place. It has become administratively difficult for us to continue sending out passwords when they are misplaced.

Please check your junk email on a regular basis, because the LMS system has to do mass mailings and they are known to go to junk email. So if you would make a habit of checking there, it would be very helpful to us.

- You are confident and competent to work with a client within the LMS system.**

You will need to have a firm understanding by having gone through each module and understand each of the homework objectives and how they are designed to build a Career Business and marketing plan for your future coaching client. You will also need to understand how to navigate the LMS and have and develop a good understanding for how you would coach your client through this career curriculum. This will take a little time and patience, especially for those of you who are our charter members.

We are currently working to re-design some of the curriculum so that you can offer a smaller coaching curriculum.

- Sign Coaching Candidate Agreement (email back to legal@executivecareerhub.com)**

If you joined EC Hub as a coaching candidate prior to December 1st 2011 you must review and sign a current version of our coaching candidate agreement before proceeding to ECHC certification

When you have completed the above criteria, please check them off and sign below that you have completed. Then scan in and email to legal@executivecareerhub.com

Signature: _____

Date: _____

Print Legal Name: _____

Next you can expect the following:

- ECHC Certification

After completion of all above criteria we will issue you your ECHC Certification.

- Your status will change on LMS to make you instructor/coach rather than student

After all responsibilities above have been successfully completed we will move your status to Instructor so that you can learn to navigate through the LMS as an instructor.

- Receive updated LMS instructor training

EC Hub Legal will send you your Executive Career Hub Coaching Services Agreement including all applicable licenses (WCC and MECHC etc.) after you have completed the above responsibilities for your review and signature. Upon receipt, you can contact Mark through email @ legal@executivecareerhub.com to answer your questions or to set up a call to discuss the agreement and exhibits.