**2019 International Prism Award Worksheet**

ICF has created this worksheet for nominating coaches, organizational coaching sponsors and other stakeholders to use as they prepare their 2019 ICF International Prism Award nominations.

***Please note that this is only to be used as a worksheet. ICF will only accept nominations submitted via the online awards platform at coachfederation.org/prism-award/ from March 12–April 23, 2019, at 2 p.m. (New York).***

# Nominating Coach Information

First Name Click here to enter text.

Last Name Click here to enter text.

ICF Credential Choose an item.

Coach Business/Company Name Click here to enter text.

Email Click here to enter text.

Phone Click here to enter text.

# Organizational Nominee

Organization Name Click here to enter text.

Address Click here to enter text.

Address 2 Click here to enter text.

City Click here to enter text.

State/Province Click here to enter text.

Country Click here to enter text.

Number of Employees Click here to enter text.

Industry Choose an item.

Annual Revenue (USD) Click here to enter text.

Implementation Date of Coaching Click here to enter a date.

Current Status of Coaching in the Organization Choose an item.

For the questions below, you will quantify the extent to which coaching is used across the organization. Please review the following definitions before responding.

**Definitions**

**Professional coach practitioner:** someone who provides an ongoing partnership designed to help coachees produce fulfilling results in their personal and professional lives.

**External coach practitioner:** a professional coach practitioner, who is either self-employed or partners with other professional coaches, to form a coaching business

**Internal coach practitioner:** a professional coach practitioner, who is employed within an organization and has specific coaching responsibilities defined in his or her job description

**Manager/leader using coaching skills:** a manager or leader who uses coaching knowledge, approaches and skills to create awareness and support behavior change.

Number of external coach practitioners currently in use by the organization Click here to enter text.

Number of internal coach practitioners currently employed by the organization Click here to enter text.

***At this stage in the nomination process, you will be asked to upload an Excel spreadsheet listing all external and internal coach practitioners who have delivered coaching in the organization since March 12, 2018. A template for this spreadsheet will be available at coachfederation.org/prism-award when nominations for the award open. For each coach, you’ll be asked to provide the individual’s name, email address and ICF Credential level. You’ll also indicate whether they are an external or internal coach practitioner. The express purpose of this document is for ICF HQ staff to verify coaches’ ICF Membership and/or credentialing status against our database. We will not share this file with our judges, and we will not contact any of the coaches listed on the spreadsheet.***

***Because ICF’s online awards platform uses Dropbox for file uploads, nominating coaches based in China may not be able to complete this step. If this is the case for you, please contact Abby Heverin at*** ***abby.heverin@coachfederation.org*** ***or +1.859.219.3529 for assistance.***

Number of managers/leaders using coaching skills currently employed by the organization Click here to enter text.

Number of employees currently receiving coaching from an external or internal coach practitioner Click here to enter text.

Number of employees who have received coaching from an external or internal coach practitioner since the coaching implementation date Click here to enter text.

Please indicate the extent of your agreement with the following statement: “Senior executives value coaching within the organization.” Choose an item.

Please indicate the extent of your agreement with the following statement: “Employees value coaching within the organization.” Choose an item.

# Coaching Program Sponsor Information

During the nomination review process, the panel of judges may wish to contact the coaching sponsor (or a suitable designee) for additional/clarifying information about the coaching initiative Please provide contact details for the most appropriate coaching sponsor (e.g., Human Resources, Learning and Development, Talent Management, etc. ...) with the organization below. ***Please note that the coaching program sponsor and nominating coach should, ideally, be two different people.***

First Name Click here to enter text.

Last Name Click here to enter text.

Title/position Click here to enter text.

Email Click here to enter text.

Phone Click here to enter text.

# Primary Supporters or Champions

Please provide contact details for up to three individuals within the organization who are the primary supporters or "champions" for coaching in the organization. ***Typically, coaching champions are high-ranking individuals within the organization (e.g., C-suite) who advocate for the growth of the organization’s coaching culture.***

## Champion 1

First Name Click here to enter text.

Last Name Click here to enter text.

Title/Position Click here to enter text.

Email Click here to enter text.

Phone Click here to enter text.

Holds an ICF Credential? Choose an item.

## Champion 2

First Name Click here to enter text.

Last Name Click here to enter text.

Title/Position Click here to enter text.

Email Click here to enter text.

Phone Click here to enter text.

Holds an ICF Credential? Choose an item.

## Champion 3

First Name Click here to enter text.

Last Name Click here to enter text.

Title/Position Click here to enter text.

Email Click here to enter text.

Phone Click here to enter text.

Holds an ICF Credential? Choose an item.

For the remaining sections of the nomination form, please refrain from identifying the **proper name**of the organization you are nominating, specific individuals or specific training programs/vendors. Rather, please provide anonymous references (e.g., the organization, the company, etc.).

***Please note that if you provide identifying information in these sections, your nomination may be disqualified.***

* Correct: The organization has calculated ROI of three times their investment.
* Incorrect: ABC Global Inc. has calculated ROI of three times their investment.
* Correct: An accredited provider delivered coach-specific training to internal coaches.
* Incorrect: School for Coaching Excellence delivered coach-specific training to internal coaches.
* Correct: The director of marketing credited coaching with increasing employee engagement in her department.
* Incorrect: Director of marketing Jane Doe credited coaching with increasing employee engagement in her department.

# Coaching Snapshot

As the nominating coach, please describe why you feel this organization should be recognized with an International Prism Award. (250 words or less)

Please provide a general description of how coaching is being used within the organization. (250 words or less)

# Impact

Please review the following definition before responding to the questions below.

**Return on expectations (ROE):** the fulfillment of non-monetary individual and/or organizational goals identified before the start of coaching

What methods does the organization use to evaluate the effectiveness of external coach practitioners? (Check all that apply.)

Absenteeism rates [ ]

Coaching recipients’ satisfaction scores [ ]

Employee engagement scores [ ]

Employee satisfaction scores[ ]

Feedback from coaches [ ]

Performance appraisals [ ]

Promotion and/or tenure rates [ ]

Return on expectations (ROE) for coaching recipients [ ]

Return on expectations (ROE) for the organization [ ]

Return on investment (ROI) [ ]

Other [ ]

The organization does not use external coach practitioners [ ]

What methods does the organization use to evaluate the effectiveness of internal coach practitioners? (Check all that apply.)

Absenteeism rates [ ]

Coaching recipients’ satisfaction scores [ ]

Employee engagement scores[ ]

Employee satisfaction scores [ ]

Feedback from coaches[ ]

Performance appraisals[ ]

Promotion and/or tenure rates [ ]

Return on expectations (ROE) for coaching recipients[ ]

Return on expectations (ROE) for the organization [ ]

Return on investment (ROI)[ ]

Other[ ]

The organization does not use internal coach practitioners[ ]

What methods does the organization use to evaluate the effectiveness of managers/leaders using coaching skills? (Check all that apply.)

Absenteeism rates[ ]

Employee engagement scores[ ]

Employee satisfaction scores [ ]

Feedback from managers/leaders using coaching skills[ ]

Feedback from team members [ ]

Performance appraisals[ ]

Promotion and/or tenure rates [ ]

Return on expectations (ROE) for employees[ ]

Return on expectations (ROE) for the organization[ ]

Return on investment (ROI)[ ]

Other[ ]

The organization does not use managers/leaders using coaching skills[ ]

Provide any observable and measurable details that underscore the value, influence or effectiveness of coaching.

Examples could include, but not be limited to, the following:

* Integration of coaching measured by number of employees/proportion of workforce receiving coaching
* Employees who have received coaching provide positive testimonials that demonstrate the breadth and/or depth of the coaching initiative
* Employee indicators provided that validate increased levels of workplace engagement and well-being (e.g., decreased stress, increased resilience, goal attainment)
* Return on expectations (ROE) measurements provided for non-monetary employee/organizational goals that were identified before coaching initiative was implemented
* Return on investment (ROI) measurements calculated for areas that emphasized financial business outcomes or for any impacted goal areas that can be converted to a monetary value

Detailed response (500 words or less)

# Standards

Please review the following definition before responding to the questions below.

**Coach-specific training:** training that teaches coaching competencies and/or how to apply technical skills in a coach-like manner and encompasses theories and core coaching competencies designed to prepare an individual to practice as a professional coach.

Which of the following best describes the average amount of coach-specific training required to become qualified as an internal coach practitioners? Choose an item.

If the organization uses internal coach practitioners and provides coach-specific training for them: How is coach-specific training currently offered to internal coach practitioners? (Check all that apply.)

Through the organization’s HR department[ ]

Through the organization’s learning and development department[ ]

From a program that’s accredited/approved by a professional coaching organization[ ]

From a program that’s NOT accredited/approved by a professional coaching organization[ ]

From a university-based program that’s accredited/approved by a professional coaching organization[ ]

From a university-based program that’s NOT accredited/approved by a professional coaching organization[ ]

By internal coach practitioners[ ]

By external coach practitioners[ ]

Other[ ]

Which of the following best describes the average amount of coach-specific training completed by managers/leaders using coaching skills? Choose an item.

If the organization uses managers/leaders using coaching skills and provides coach-specific training for them: How is coach-specific training currently offered to managers/leaders using coaching skills? (Check all that apply.)

Through the organization’s HR department[ ]

Through the organization’s learning and development department[ ]

From a program that’s accredited/approved by a professional coaching organization[ ]

From a program that’s NOT accredited/approved by a professional coaching organization[ ]

From a university-based program that’s accredited/approved by a professional coaching organization[ ]

From a university-based program that’s NOT accredited/approved by a professional coaching organization[ ]

By internal coach practitioners[ ]

By external coach practitioners[ ]

Other[ ]

Which of the following does the organization offer to help support ongoing development for internal coach practitioners? (Check all that apply.)

A coaching community of practice to share ideas[ ]

Mentor Coaching[ ]

Coaching Supervision[ ]

Peer Coaching[ ]

Additional opportunities for coach-specific training[ ]

Support to obtain coaching credentials/certificates[ ]

Other[ ]

The organization has no offerings to support ongoing development for internal coach practitioners[ ]

The organization does not use internal coach practitioners[ ]

Which of the following does the organization offer to help support ongoing development for managers/leaders using coaching skills? (Check all that apply.)

A coaching community of practice to share ideas[ ]

Mentor Coaching[ ]

Coaching Supervision[ ]

Peer Coaching[ ]

Additional opportunities for coach-specific training[ ]

Support to obtain coaching credentials/certificates[ ]

Other[ ]

The organization has no offerings to support ongoing development for managers/leaders using coaching skills[ ]

The organization does not use managers/leaders using coaching skills[ ]

Provide examples of how coaching in the organization was developed and implemented in a way that would highlight a commitment to rigorous professional standards, industry excellence or best practices within organizational coaching.

Examples could include, but not be limited to, the following:

* Organization uses external or internal coaches who hold an ICF Credential
* Internal coaches and managers/leaders using coaching skills have participated in accredited coach-specific training
* Individuals offering coach-specific training to employees have graduated from an approved or accredited coach training program
* Coaches have been offered mentor coaching and/or coaching supervision
* ICF Code of Ethics has been identified as a resource in coaching agreement with the organization
* Coaching agreements explicitly state the relationship between coach, client and other stakeholders (e.g., supervisor, HR, other organizational decision-makers)
* Evidence-based approach adopted through coach training and/or delivery of coaching

Detailed response (500 words or less)

# Strategy

Do all employees in the organization have equal opportunity to receive coaching from a professional coach practitioner?Choose an item.

To whom is access to an external coach practitioner offered? (Check all that apply.)

Entry-level employees [ ]

Mid-level employees [ ]

Senior-level employees [ ]

High-potentials [ ]

Teams [ ]

The organization does not utilize external coach practitioners [ ]

To whom is access to an internal coach practitioner offered? (Check all that apply.)

Entry-level employees [ ]

Mid-level employees [ ]

Senior-level employees [ ]

High-potentials [ ]

Teams [ ]

The organization does not utilize internal coach practitioners[ ]

To whom is access to a manager/leader using coaching skills offered? (Check all that apply.)

Entry-level employees [ ]

Mid-level employees [ ]

Senior-level employees [ ]

High-potentials [ ]

Teams [ ]

The organization does not utilize managers/leaders using coaching skills[ ]

Which of the following factors most impacted the organization’s decision to offer coaching? (Choose only 3.)

Manage employee performance [ ]

Improve team functioning [ ]

Accelerate leadership development [ ]

Increase productivity [ ]

Accelerate on-boarding (into new roles and/or the organization) [ ]

Improve communication skills [ ]

Improve decision-making [ ]

Reduce turnover [ ]

Increase employee well-being [ ]

Improve customer satisfaction [ ]

Manage employee performance [ ]

Provide specific examples of how organizational goals, strategic priorities or workplace needs are being addressed through coaching.

Examples could include, but not be limited to, the following:

* Coaching aligns with organizational mission, vision, core values or behaviors
* Coaching can be mapped clearly to current organizational goals/objectives
* Coaching supported by dedicated allocation of human and/or financial resources
* Coaching has proven to be adaptable/has evolved to serve fast-emerging employee/organizational needs
* Coaching has become a fundamental element to the organization's team-building processes

Detailed response (500 words or less)

# Sustainability

Which of the following BEST describes budget activity for coaching in the organization? Choose an item.

Provide examples of how coaching has become embedded into the fabric of the organization or identify any plans to develop/expand coaching further.

Examples could include, but not be limited to, the following:

* Organization has coaching champions/advocates in senior leadership position who can communicate the coaching strategy effectively
* Coaching has become positioned as a preferred solution when compared to other modalities
* Coaching used as modality in forward-thinking areas (e.g., talent management, succession planning, employee development)
* Coaching shows long-term resilience in organizational infrastructure/operating budget
* Organizational leadership styles have changed positively resulting from the coaching

Detailed response (500 words or less)

We will accept nominations for the Prism Award from March 12–April 23, 2019, at 2 p.m. (New York), at coachfederation.org/prism-award. Only nominations submitted via ICF’s online awards platform by the nomination deadline will be considered for 2019 ICF International Prism Award honors.

Questions about the 2019 ICF International Prism Award? Please contact ICF Global Communications and Awards Manager Abby Tripp Heverin at abby.heverin@coachfederation.org or +1.859.219.3529.