OKA's OLCC Video Recording Instructions

This document is a guide to the required practice coaching sessions.

Over the course of this program, you will conduct 8 practice sessions with peers. 4 of these must be recorded, transcribed, and shared with your mentor coach. We recommend that you keep each session to 30-45 minutes, we will only listen to the first 30 minutes of the session to provide our feedback.

After sharing the recording and transcription, you will have a mentor-guided review session on your skills and demonstration of the ICF competencies. In these sessions, you'll receive actionable tips and steps to build your skills moving forward.

In these sessions, please bring "real-life" scenarios preferably around topics such as leadership, conflict, influencing, or change. These will make great topics to work through in your coaching session and compliment what we'll be learning together in this program.

Timeline

The following are deadlines for submitting your recorded calls and conducting your review sessions. **Please remember, although you only need to record 4, you must complete 8 total sessions over the course of the program.**

Module 1
- Recording/transcription #1 submitted on or before 3/12 – Complete review call before 3/30

Module 2
- Recording/transcription #2 submitted on or before 4/9 – Complete review call before 4/27

Module 3
- Recording/transcription #3 submitted on or before 5/7 - Complete review call before 5/18

Module 4
- Recording #4/transcription submitted on or before 6/1 – Complete review call before 6/15

How to Record Your Session:

You can use the service of your choice to record your sessions. Popular free options are Zoom and Free Conference call. We've included links and instructions below on how to open an account should you need to.

You are only required to submit the MP3 audio file of your session.

1. Option 1: Create a free account at www.FreeConferenceCalling.Com
   - The first and most important step is to select your Coachee, inform them that the session will be recorded, and ask their permission.
   - Once the account is created, go to the "My Account" tab.
   - Here, you will find your conference phone number, conference code, and host code.
   - Send your coachee the conference phone line number and conference code for them to join.
   - Initiate the call by dialing your conference line phone number, entering the conference code, and entering the host code.
   - **To record the coaching call, press 5*.**
   - **To download the recording, click the "Recordings," tab from your account, and then click "Download."**
2. Option 2: Create a free Zoom account at https://zoom.us/freesignup
   - Once the account is created, click on "Meetings," then "Schedule new Meeting"
     - Be aware that the free Zoom Basic plan has a 40-minute time limit on meetings with 3+ people.
   - From here, you can name the meeting, choose the date and time, and the duration.
   - Under meeting options, click "Automatically record meeting on the local computer."
   - When you create the meeting, there will be an Invite Link you can send to your client.
   - **To record, once in the meeting, there will be a red button on the toolbar to record.**

How to Transcribe Your Session

There are several different ways to transcribe your session—some through free services and other paid. Please be sure to review your transcript for any blatant errors. **Please also ensure that it is timestamped.**

An easy way to transcribe your session is to download and install the free version of popular ai apps like Otter.ai or Meetgeek.ai. While this is appealing because they are free, they often require quite a bit of editing for accuracy and you may have to add your own timestamps.

The other option is to upload your audio file to transcription services like transcribe.me or rev.com. There will be a fee per minute for the transcription. The error rate is less and will require less editing if you go this route. Instructions for Rev (25 cents a minute) are below.

Option 1: How to Use Rev.com

1. Create an account.
2. In the upper right hand corner, click "Place New Order."
3. Choose automated transcription—the price is much cheaper than the regular transcription service.
4. Choose how to share your file by uploading from your computer or sharing a public web address link.
5. Continue to check out.

Sharing Your Recording With Your Mentor Coach

1. Schedule a session with your coach:
   Schedule with Jen: Here
   Schedule with Stacy: Here
2. You can email the audio recording and transcription (Microsoft Word only) to the coach you are scheduled with. If the file size is too large, you can upload it to Google Drive, and share the link to the folder you create.

   How to Upload to Google Drive:

   1) Create a free google account.
   2) Create a folder in Google Drive and share permissions with your mentor coach.
   3) Email your mentor coach to let them know your files are ready for review.

If you are falling behind on the schedule, please contact either Stacy or Jen. This program is for your betterment, and we want to ensure you are getting the time and effort you need.

As a reminder, these are the participant/coach assignments:

Jen	Stacy
Dennis	Robin
Jennifer	Katie
Terry	Yvette
Joe	Reggie
Fred	Tina

Guidelines:

- You will be assigned a peer client to conduct your practice coaching sessions.
- Keep your sessions to 30 minutes, without interruption.
- Feedback will be provided on one coaching session per call – do not record next practice session. until you have received feedback on the previous one.
- Give 24 hours notice if you are unable to attend a feedback session.