

ONLINE COURSE AGREEMENTS AND POLICIES



Powerful Communication Skills for Coaches

Online Learning Agreements and Course Policies

Active weekly engagement is expected throughout the course. The learning in this course is sequential and cumulative; therefore, participants are expected to complete all activities in a timely manner. There will be approximately 3 hours of work per week on course activities. Coursework for each content week is open for a designated number of days that will be shared with you by your course facilitator(s). Only work submitted for scoring before the content week closes is eligible to earn points towards a certificate of completion.

Participation in all synchronous sessions is required. Each live, collaborative learning session offers opportunities to practice newly acquired skills with a small group of fellow learners. Live session attendance is considered an essential component of the course experience. Please confirm your availability for the dates and times of each synchronous course session prior to enrolling. In the event of an unavoidable absence, partial credit for the missed session can be earned by requesting and viewing the session recording, responding to accompanying response prompts in writing, and submitting it within **five days** of the date of the session. To earn a certificate of completion for the course, only one live session can be missed and made up in accordance with this policy.

Each participant will complete a capstone project. Learning Forward's online courses culminate in a capstone project in which participants showcase their learning and engage in analysis and reflection of their practice with colleagues. Absence during the capstone experience requires a make-up within **five days** of the session.

The certificate and grading process will be explained by your facilitators. The complete grading structure and requirements for a certificate of completion will be explained by your facilitator(s) during the first live session, and will also be posted in the BrightSpace learning community. Participants earn points toward certificates for attendance and participation in live sessions, the capstone project, and for posting and replying to asynchronous discussion threads.

Course completion extensions will not be granted. Learning Forward's online courses are highly interactive and collaborative, making them more beneficial and impactful than other courses. For these reasons, and due to the high demand for seats that exceeds availability, participants are expected to complete all required work in the online course before the course end date. **No exceptions or extensions will be granted.**

Cancellation and change policy.

Cancellations must be sent in writing to office@learningforward.org prior to August 7, 2021 for a full refund less a \$50 processing fee. A 50% refund will be given for written requests received on or before August 31, 2021. No refunds will be issued after August 31, 2021. To transfer registration to another individual before the course begins or to make changes to your method of payment, a handling fee of \$25 will be assessed. Once the course begins on August 21, 2021, registration cannot be transferred to a future cohort or to a colleague.

Please acknowledge you have read and understand the information shown above by checking the box on the registration form.

ONLINE COURSE REGISTRATION FORM



1 ONLINE COURSE FEES & INFORMATION

Powerful Communication Skills for Coaches \$849

Led by expert coaches Joellen Killian and Sharron Helmke, participants will engage in a combination of synchronous and asynchronous learning and coaching practices to enhance their critical coaching skills of self-awareness, listening, questioning, and supporting the critical thinking of others.

Participants will meet virtually for live, facilitated sessions, and will engage in synchronous and asynchronous learning experiences and collaborate between sessions in Learning Forward's new online learning community.

Both new and experienced coaches will practice critical coaching interactions with support from their colleagues and expert coaches.

Course activities start on August 21.

2 REGISTRATION DATA

Please print your email address legibly — your confirmation will be emailed to you.

First Name _____ Last Name _____

School District or Organization _____

School Name _____ Position _____

Address / Street _____

City / State / Province / Zip _____

Is this address: business home

Preferred Email _____

Phone _____

Please check the box to acknowledge you have read and understand the agreements and policies on page 1. Registration will not be accepted if the box is unchecked.

3 TOTAL & PAYMENT

FEES ARE PAYABLE BY:

MasterCard Visa Discover AMEX

Check

Purchase order (*send me an invoice*)

Billing address _____

Card no. _____

Exp. date _____ Security code _____

Signature _____

TOTAL AMOUNT DUE: \$849

Course fees made payable to Learning Forward must accompany this form. **Questions? Call 800-727-7288.**

4 WAYS TO REGISTER

ONLINE:

www.learningforward.org

MAIL:

Learning Forward
504 S. Locust Street
Oxford, OH 45056

FAX:

513-523-0638

SCAN:

office@learningforward.org