MHW Graduation Assignment: CLIENT SESSIONS
MHW Level 1, 2022

Completing this practice assignment is part of the Medicine Horse Way Level 1 EFL Coach certification requirements.

The Assignment:

- Complete a series of 6 individual coaching sessions with 3 different clients, according to the client sessions structure provided in Tab 30.
- The first session with your first client to be completed and reported by **05 July 2021**.
- All sessions to be completed and sent in by **1 October 2021**.
- A Client Session Report should be handed in for each session, in Word format (use the Report Form).
- Write your report within 24 hours from doing each session and send it in directly. Do not 'save up' the reports, this will cause big delays in our ability to review them.
- Send your completed report forms via email to Master Instructor Josselien Janssens, info@rayamedicine.nl
- As soon as all sessions are reviewed and found to represent the MHW standard for Equine Facilitated Coaching, you will graduate and receive your Certificate.

The reports on apprentice client sessions will be evaluated by Master Instructor Josselien Janssens, with the help of Master Instructor Rosie Withey. If we are undecided or differ of opinion, we may involve MHW Founder Carol Roush in evaluating your reports. We aim to give you feedback within one month after receiving each report.

This is however an indication of timing which we can not always guarantee. If you need to discuss specific things that happened during a session because it will influence the rest of your sessions, please contact Josselien about this as soon as possible: do not save it up for the report!

You will receive feedback on each session report, indicating what is going well, what are attention points and any clarification questions. We do not look for perfection but for authenticity. If your work with clients is found to represent your learning curve in understanding and meeting the MHW coaching quality standard, and if you remain coachable on your learning points, you will receive your professional certificate.

You will only be eligible for graduation if all sessions have been completed, reported and sent in. In some specific cases we may need to ask you to complete one or two extra practice sessions with a fourth client to be able to see you have incorporated key learning points about mastering the approach.

Completing the sessions SOONER than the deadline is highly encouraged!

We urge you to start booking sessions and send the reports directly after the 8 tuition days. That way, the materials and practice are still fresh in your mind.

With regards to receiving feedback and your graduation news: We will deal with these reports on a first come, first serve basis. The sooner you hand in your reports, the sooner we are able to provide you with feedback.

How to go about the client sessions:

1. Agree on time and date of the coaching sessions with the client. Aim for completing one session per week with each client. That way it will take 6 weeks to complete the full set of sessions with each clients. You may of course coach more than one client per week, or even per day.
2. Send the client a registration form in advance of the first session. In this form, ask them what they would like to accomplish in the sessions, for example: set healthy boundaries, build self-confidence, etc. You can include a list of possibilities.
3. If possible/appropriate: Charge a fee for each session and let the client know in advance what it will be. (Check the document "EFL Coaching & Insurance" to determine whether you can charge a fee in your present situation.)
4. Determine in advance what materials and supplies you will need for each session and prepare them in advance.
5. Conduct the session, keeping notes of your clients questions and reactions and how the practice session with the horse went.
6. If you get stuck or don't know how to deal with anything that comes up for a client, please contact Josselien as soon as possible.
7. Complete the report and send it to Josselien no later than 24 hours after the session. So take into account planning for the time you need to write the report!

Reporting and sending guidelines:

Fill out a CLIENT SESSION REPORT FORM (provided in Tab 30 and online) directly after every client session. You may answer the questions in this form, in a spoken recording. However, even if you prefer to provide a spoken record of most your session reports, you must still provide 2 WRITTEN reports in ENGLISH.

You will receive this form in Word and may fill it in as a Word file. Please send the completed form back as a Word File too, don't save it as PDF, we need to be able to put comments in your document.

This goes for both recorded format as well as word files: Please save and send the file with the following file name format "Student Name C1S1" etc. So: "Holly Horseman C2S3.doc" = The report or spoken record by MHW Level 1 Student Holly Horseman, on the third session with the second client. Doing so greatly helps us keep track!

The reports are to be sent via email to Master Instructor Josselien Janssens – info@rayamedicine.nl

Important note re. Privacy Regulations:

Even if you do not have your professional practice set up yet, we expect from you to handle all client information as if you have. Breaching client privacy will cause you to fail graduation.

As per the General Data Protection Regulation (GDPR – NL: Algemene Verordening Gegevensbescherming – AVG) as a professional dealing with personal data you are responsible for keeping name, address details and any notes about your client sessions in a safe place, for example in a locked cabinet, or a computer drive that is password protected. This means even notebooks with client notes need to be kept in a locked cabinet or drawer when you are not using them!

As your homework reports will be sent via email, **clients may not be recognizable in the text or spoken recording**. You can refer to the clients name with only their first name initial or their client number, e.g. C1, C2 or C3. Please do however provide some context so we know what type of person you are coaching, and their help request. For example: "C3 is female, 41 years old, married with 2 children, on sick leave from her managers' job in a large accountancy firm because of experiencing burnout issues. She is asking for help in better understanding her boundaries and staying true to herself in managing her job and being there for her family."

For further information on what you can and can't do as an EFL Coach in terms of keeping professional client information, please refer to the handout on EFL Practitioners & Client Privacy provided during the Level 1 training. [See Tab 29].

Important note re. Liability Insurance:

Please carefully read the document EFL Practitioners & Insurance before starting your client sessions and take appropriate measures to cover your liability situation. [See Tab 29] If you are not clear which scenario is applicable to you, please discuss this with Josselien before starting the client sessions.

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