



COACHING EXPERIENCE LOG

This log will help you to keep track of your coaching hours, which is a key part of your membership. In addition, this form is required for your application for AC Membership and Coach Accreditation. *Please see appendix below with detailed instructions on how to complete this.*

When completing this log, please note the following:

- For AC Membership application purposes, please complete the log recording the formal contracted coaching you have completed as a coach.
- For the purposes of the AC Executive Coach Accreditation Scheme, experience counted as 'executive coaching' is that where coaching has been undertaken in the context of someone's role in an organisation, or their work, whether self-commissioned or -funded, or commissioned and/or funded by the employer.
- Internal coaching is countable in logged hours as long as it is part of a formal coaching arrangement rather than as a line manager.
- When counting hours, team coaching may be included under the following criteria:
 - The coaching involves you coaching a team with a shared purpose or learning agenda.
 - The coaching is in some way directed at the team's capacity to achieve goals, including the capacity to work with others to achieve the desired results.
- Specific one-to-one coaching within a team event may be counted as individual coaching.

There are specific criteria about how you count your coaching hours for the AC Coach and Executive Coach Accreditation Schemes. Please check [current AC Coach Accreditation documentation](#).

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APPENDIX I

USING EXCEL TABLE IN COACHING EXPERIENCE LOG

You can use the embedded table to insert your coaching hours and the table will automatically calculate totals for you. To do this:

- Place the cursor on the Table A on the first page of the coaching experience log
- Double click
- Insert the date of your first coaching assignment in the cells in row 4.
- Ensure you post the number of hours by type of coaching in in either the 1:1 column **or** the team column
- Ensure you post the number of hours in either the Executive or Private column
- Column H will automatically calculate the total number of hours
- Continue to insert data, row by row, until you have completed row 30
- The Subtotal of hours logged are calculated in row 31
- The percentages are calculated in row 32
- Before leaving the excel table place cursor in cell A4
- Move cursor to outside of table parameters
- Save document

To add **further** coaching experience log data:

- Place the cursor on Table B on the second page of the coaching experience log
- Double click
- Insert the date of your next coaching assignment in cell A3 and continue as before
- The Subtotal of hours logged are calculated in row 38
- Then **manually insert the totals from row 31 in the first table into row 39 in the second page of the coaching experience log**
- The total of coaching hours logged so far is calculated in row 40
- The percentages are calculated in row 41
- Before leaving the excel table place cursor in cell A4
- Move cursor to outside of table parameters
- Save document

If you need to add additional Excel spreadsheets into your Coaching Experience Log:

- Have both this document and your Application Form open on your computer desktop
- Double click on blank Table B contained in **page 28 of this document**
- Copy
- Place cursor on page following the last completed coaching log table in your Application Form
- Click insert
- Click table
- Excel spreadsheet (spreadsheet opens in word document)
- Paste Excel table
- Insert data as before

PROFORMA TO CREATE ADDITIONAL PAGES FOR COACHING EXPERIENCE LOG

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