



coaching program

Thank you for volunteering to coach! Anyone can participate in all aspects of the ICMA Coaching Program, including *CoachConnect*, regardless of ICMA membership status!



- 1) Go to icma.org and select the Login button at the top right. Either use your ICMA member or existing non-member credentials. Once signed-in, proceed to step 3.
- 2) If you do not have a free ICMA account, select the **Create Account** button at the right of the login page. You will receive an email authorization to confirm your ICMA account.
- 3) Visit coachconnect.icma.org/ementor, and select **Sign In** at the top right – this will use your ICMA login credentials. Once signed-in, fill out your profile including information such as your department, subject expertise, and/or scope of general workplace navigation, for example

work/life balance, breaking into local government, veteran background, or career advancement, then click save.

It is highly recommended you include a short bio or description in the “Personal Summary” field. Players looking for coaches will want to know a little about you, so put in your professional bio or some other information that will help them know you a little better.

After new coach registration requests are approved, you will receive a confirmation email from the system. Coaches then receive coaching requests by email. You will negotiate and set expectations for time commitment up front with the player so you both get the most value from your interactions. Be sure to go back to your Coach dashboard when your commitment is complete and close out that engagement; that will allow new players to find you in the system search, depending on the engagement limit you set at profile creation.

Thank you again for volunteering!

Need help getting started? Go to icma.org/1-1-coaching to review *Being a Great Coach and a Winning Player* and additional resources, or contact coaching@icma.org for assistance.

