

# PSA Readiness Checklist

The window for your Practical Skills Assessment (PSA) submission is roughly seven months long, stretching from Lesson 40 to six months after your course ends. Each student's coaching journey is unique and the right time for you to submit your PSA will also be unique. This handout will help you focus on some of the factors that often contribute to readiness and successful PSA completion. Not all of these metrics are required for a successful PSA (and some of them are not part of the course and incur additional cost). The goal should be that you can check off at least nine of them.

## READINESS METRICS

- I am at least 90 percent up-to-date with all of my course content in the Art & Practice of Coaching track, or I have completed the course.
- I have consistently attended a Mentor Coaching session each week (Pre-Practicum) and every other week (Practicum), and I have often taken the opportunity to coach.
- I have been working consistently with my Peer Partner each week (throughout the course and/or after course completion).
- I have logged at least 20 to 30 hours of Practice Client coaching sessions, after passing my Mid-Term Exams.
- I have recorded, reviewed, and scored some of my Practice Client coaching sessions, and at least two have scored a "pass," showing evidence of all coaching competencies and critical elements.
- A peer has reviewed one or more of my recorded Practice Client coaching sessions, and at least one has feedback showing evidence that demonstrates all coaching competencies and critical elements.
- I have invested in private coaching sessions and have received feedback on my coaching skill and competency (*additional cost*).
- I have completed an ADAPT continuing education course, such as the ADAPT Framework Intensive or the 4x4 Coaching & Feedback Workshop (*additional cost*).
- I feel confident when I am preparing for a coaching session. I have gained a deep awareness of what a skillful demonstration of each coaching competency is.

- The elements of the ADAPT Framework come naturally to me in my coaching conversations.
- The coaching competencies are easy for me to draw upon as tools to best serve the client's needs throughout the coaching conversation.
- I am aware of my growing edges and know what areas to seek feedback on to continually enhance my coaching skills.

## DECIDING YOUR READINESS TO SUBMIT

When you get to Lesson 40, review the checklist and see how many boxes you can check:

- If you checked **eight or more** of the boxes above, you may be ready to submit your PSA now.
- If you checked **between five and seven** of the boxes above, you might consider continuing with your coursework and Practice Clients for one to two months before re-checking your readiness.
- If you checked **four or less** of the boxes above, you might consider creating an individualized PSA preparation plan to gain practice with feedback to continue your journey toward readiness.