

Portfolio Coaching Fact Sheet

What is portfolio coaching?	Portfolio coaching is a collaborative relationship with one goal – To help you present your best self and your best work through your professional learning & development portfolio.
How does portfolio coaching work?	Every coaching relationship is different and we get to make it up as we go. However, there are a few logistics about portfolio coaching with me that I'd like us to agree on, including: <ul style="list-style-type: none">• This is a hybrid coaching relationship that includes both live virtual sessions and a lot of back and forth via email.• You set the timeframe for completion of the portfolio, and the related coaching.• While we are working together, you can email me as often as you wish. I will always respond within 2 workdays, except where I can't, and in those cases, I will give you advance notice.
How much does portfolio coaching cost?	<ul style="list-style-type: none">• An initial "Getting Started" session of 30-45 minutes is included in the coaching package for no charge.• Additional in-person sessions, if needed, are \$45 for 30 minutes.• There are two options for how you can be billed for my review of your work: This can be done on an hourly basis at \$60 an hour, or for a flat fee of \$100 per portfolio component, whichever is cheaper.<ul style="list-style-type: none">○ If your material is already fully developed and you simply want to make some final enhancements, or if the portfolio item is very small, it may make more sense to pay by the hour.○ If you are creating a component – like a brief elearning - from scratch, or are creating a brand new website, it may require three or more review cycles. In this case, it might make more sense to pay by the component.

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<p>What agreements do we need to keep in place during coaching?</p>	<ul style="list-style-type: none">• As your coach, I will maintain strict confidentiality. I will not be telling anyone you are my client and I will not reveal the content of our coaching sessions to anyone. You are free to share whatever you choose from our sessions with anyone.• It's your coaching. This means:<ul style="list-style-type: none">○ You set the agenda.○ The work is yours to do.○ Give me feedback if you're not getting what you need from me.• At all times, you need only respond to those questions that resonate with you or that you feel could be valuable for you to think about. And all of my suggestions on your work are simply that – suggestions – that you can take or leave as you wish.• As with all coaching, I do not make promises about outcomes: We'll create a great tool for you to use to market yourself, and what comes from the use of that tool is not in either of our control.
<p>What is Sophie's relevant background?</p>	<p>Sophie Oberstein has been a learning & organizational development professional for over 25 years as both an internal and external consultant. She teaches in the Learning Design certificate program at NYU SPS and in the instructional design certificate program at ATD. Her latest book is <i>Troubleshooting for Trainers</i>, published in 2020 by ATD Press, focused on 45 common challenges trainers face and how to resolve them.</p> <p>Sophie is certified as a Professional Co-Active Coach (CPCC) by the Co-Active Training Institute (CTI) and as an Associate Certified Coach (ACC) by the International Coach Federation (ICF). She's been coaching business and personal clients for over a dozen years and is the author of <i>10 Steps to Successful Coaching</i>, also from ATD Press.</p> <p>She can be reached at soberstein@gmail.com, or through her website, sophieoberstein.com.</p>