

# THE LEADERSHIP ACADEMY

## Frequently Asked Questions - Train the Trainer 09102024 Version

1. What is the process to get certified to teach the Leadership Academy created by Cliff and April?

- a. Attend the Train the Trainer course
- b. Deliver a cohort with Cliff or April
- c. Have April and Cliff meet with you to review recordings
- d. Celebrate the certification process if approved in the first cohort
- e. If asked to teach one more with them - repeat steps b-d.

2. What does it mean to be the originating coach?

- a. You are the coach who originated or worked with the originating source and are tagged as the lead coach. April and Cliff will supervise and approve the process.
- b. You were asked to lead by Cliff and April, no matter who the originating coach is, and fees will be split as agreed. (All trainers and coaches for the leadership academy must be certified by Cliff and April - lead or support coach)

3. May I be a support coach without Habit Finder certification?

Yes, if you are partnered with a Habit Finder coach and all coaches are certified by Cliff and April for the Leadership Academy.

4. May I customize any part of the program?

- a. The hours and days it is delivered are usually the most requested customization we get asked about, and the best option is six hours for one day a week for six weeks. We will approve other options, so please check with us first.
- b. We have watched the way this material is delivered be the most effective; thus, changing the order has yet to be approved.
- c. We also ask that you don't share the intellectual process and materials with anyone not certified or paid for the agreed buy-in process of the material. We are all high-integrity people, and that will be an honored process.

## Frequently Asked Questions Page 2

5. What are the class size min and maximums?

- a. The minimum is six people.
- b. The maximum is 12 - (14 is a push with approval)
- c. All people are requested to have camera and audio access and be fully present.

6. How many coaches are required for each cohort?

- a. Always required is 2.
- b. Some classes could have three if there is an industry support person - such as Big I will have a coach join us from the association for some of our cohorts.
- c. If in the best interest of the client and coaches and agreed by Cliff and April, this number may be adjusted as approved for more, not less.

7. What are the materials provided, and who gives them?

- a. Habit Finder provides the Success Habits workbook. We can discuss whether you want us to handle the admin part, not the payment since the client must pay this in advance. April will handle the invoice to keep the bookkeeping with Cliff and April. Reports will be provided, checked, and balanced by all providers.
- b. The Leadership Workbook, Certification, and Awards are provided by Cliff and April and paid for by the invoice to print and send to the client, along with ordering their certificates and awards)- the workbook can be customized with your logo.
- c. Shipping materials must always be paid in advance.

8. How and when do the coaches get paid?

- a. In the contract with Big I, coaches do not get paid until after the class is completed, plus they take an extra percentage not shared in the spreadsheet already shared - anywhere from 15 - to 30%
- b. If the client has paid in advance for the materials and the course, both coaches will be paid after all expenses have been paid and funds have been deemed available. (Some banks process longer than others)
- c. If payment is held until completion, use the same process - all expenses not paid for - ideally always paid in advance, and all funds are marked available.

9. Is there referral fees available?

- a. If you are the originator and have not yet delivered the class, you may work with Cliff and April to earn a referral fee.

10. Where do I find these cohorts' recordings, documents, and resources?

- a. Your Train the Trainer resources will be in that cohort vault.
- b. When you graduate, you will get a new vault for the Certified Coaches.
- c. Each cohort you coach will have its cohort stored in our system, and we will also add the resources to their vault.