

ADDENDUM
to the
EXCLUDED DEVELOPMENT AND TRAINING GUIDELINES

Coaching for Professional Development Pilot Program

This addendum to the Excluded Development and Training Guidelines (the “Guidelines”) sets out the parameters for one-on-one coaching as an additional eligible activity under the Guidelines. The addendum is effective for a period of 2 years after the implementation date of the Guideline changes. All terms, conditions, and criteria set out in the Guidelines still apply; with the addition of the eligible activities, expenses, funding parameters and criteria set out below.

Eligible Activities and Expenses:

- One-on-one coaching sessions for career or professional development.

Funding:

- The overall annual funding maximum per employee, per fiscal year, listed in the Guidelines applies; no additional funding allotment will be considered.

Criteria for Employee Application approval:

- Participants are required to obtain and submit documentation from their selected coach that outline their qualifications and experience.
- A quote from the coach detailing hourly fees (if applicable), number of hours, and number of sessions must be provided; along with a description of the coaching service and activities.
- Additional fees for coaching assessment tools and/or other expenses must be included within the quoted hourly fee.
- Participants and coaches must declare any conflict of interest or non-arm’s length relationships between the selected Coach and Client; including the general nature of a family or business relationship. The [Conflict of Interest Policy](#) will apply and final determination will be made by the Excluded Development and Training Fund Selection Committee.

Criteria for claim reimbursement:

- A certificate of completion from the coach or coaching organization is required;
- Detailed invoices must be submitted that list the dates of individual coaching session and number of hours of coaching service provided.
- Participants will claim reimbursement after the completion of the final coaching engagement.
- Expenses incurred prior to the date of application are not eligible.

Coach Requirements:

- The participant's coach must be verified prior to funding approval:
 - The coach must complete an application form and provide the necessary documentation to be verified by program administrators;
- Application forms and documentation are reviewed and verified by program administrators; and are based on the following requirements:
 - Coaches have supplied proof of coaching certification granted from an accrediting institution (e.g. International Coaching Federation (ICF));

OR

- Coaches demonstrate a combination of training and experience in executive, career or professional development coaching to satisfy the Excluded Development and Training Fund Selection Committee; and have,
 - Experience with supporting clients in unionized environments;
 - Submission of testimonials or references from two previous coaching clients;
 - Provided a certificate of good standing from the Workers Compensation Board or written confirmation that such a certificate is not required;
- Coaches must also:
 - Agree to adhere to confidentiality and coaching profession standards, ethics and conduct;
 - Agree to not have a relationship with the client that would be in conflict of interest with professional responsibilities as a coach to the client (e.g. multiple roles with the client that could negatively impact the ability to conduct professional responsibilities), and that if a conflict of interest arises they will immediately declare it to the Public Service Commission Coaching Pilot Program administrators.
 - Provide full transparency regarding the coaching services, including pricing, session structure, cancellation policies, and expected coaching outcomes.

Monitoring of pilot:

- Pre and post surveys will be administered to participants receiving funding for coaching from the Excluded Development and Training Fund.
- Surveys will be administered to participants at the time of approval and claim through survey links provided with approval letters and claim forms.