

Subject: Letter of Completing Global Leadership Coach Program

Date : 27-March-2021

Dear Veena,

Congratulations on successfully completing all the requirements of the **Executive Coach Certification, Global Leadership Coach Program on 27-March-21**. We are extremely proud of you !

The program is Internationally accredited by International Coaching Federation (ICF) for 80 hours of coach training. Additionally, we congratulate you to complete your 10 hours of mentoring for ICF-ACC preparation.

As you move ahead, we wish you a fulfilling and prosperous coaching journey and we hope you make difference to yourself and others through this education.

On this magnificent achievement ,here is a note for you from Magdalena Mook, CEO/Executive Director, ICF Global

*The International Coach Federation (ICF) congratulates the graduates of Executive Coach Certification-Global Leadership Coach Program for completing this important step in your professional journey. By completing coach-specific training, you haven't just invested in yourself and your career: You've made a vital contribution to the credibility and professionalism of the coaching industry. We thank you for that.*

*ICF looks forward to being a resource for you as you take the next steps in your coaching career, whether you're associating with a professional organization, pursuing a credential or further developing your skills. Please make sure to visit [ICF](https://www.icf.org).*

Kind Regards,  
Magdalena Mook  
CEO/Executive Director, ICF Global

With Immense Gratitude

Program Director

**Jaya Bhateja, Master Certified Coach (MCC)**

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## Way Forward

As you move forward, we would like you to consider few things. Kindly read the next few pages carefully.

We wish that you stay focused in your journey, here are couple of ways to do so. Being a credible coach is extremely important as organisations/people trusts us for their personal and professional journeys.

In order to create credibility as a coach, it is extremely important to continue doing three things :

- Continue Practice Coaching
- Continue Learning
- Build Personal Brand

Here are few tips to get started.

## Practicing Coaching

We recommend that you continuously practice and maintain the logs of coaching practice. Logs are a great way to stay focused. A log can be in the form of a simple excel template containing client details like their names, email addresses, phone number and dates of coaching sessions and reason for coaching. We recommend that you seek out their explicit permission to store their information with you as per data privacy policy.

## Learning

Keeping a focus on adding perspectives to your thinking and mindset is not only essential but critical for anyone as a coach.

We at Abhyudaya are committed to contribute to quality of coaching in the world, we invite you to stay focused on your learnings. Our upcoming programs can be viewed here. [Program Calendar](#)

We also encourage you to join a professional organisation like ICF to stay updated with Industry research and latest practices. This would support you to confidently position yourself as an executive coach. [Join ICF today.](#)

## Building a Personal Brand

Building a personal brand is our personal responsibility as it helps in creating trust, assurance and credibility for people/organisations/professionals who want to work with us.

There are several ways in which you can start building your brand by taking baby steps like :

- Writing a blogs, it's a great way to articulate your understanding of topics while building credibility on social platforms
- [ICF credentialing](#), it is a credible way to build a trusting brand
- Providing pro-bono coaching to potential clients
- Contributing to professional bodies and organisations invested in doing similar work
- Informing/Educating your network about your education and its significance



**ABHYUDAYA**

Global Coach Circle

**Digital Badge:** Badges are linked to description of your education and skills verified by the issuing organisation. It's a great way to create quick credibility with people visiting your profiles on social platforms and email signature. Here is [your Digital Badge](#).

**Digital Badge for LinkedIn:** In order to ensure that you position yourself as an Executive Coach in your professional network we recommend that you update your LinkedIn profile as follows:

1. Add the link of your digital badge to the featured section (just after the About section) so that the badge remains visible with your profile and does not get lost in the posts.
2. Add your education under licenses and certificate section to make it part of your education. Please select Abhyudaya, Global Coach Circle under Issuing Organisation and Add your Digital Badge Link to Credential URL
3. And finally announce your achievement through a post on LinkedIn by tagging your classmates (tagging enhances your visibility) (Kindly seek permission from your classmates before tagging them)

#### **Digital Badge for Facebook, Twitter and any other platform**

You can add a digital badge link to your profile section wherever possible.

**Digital Badge for E-mail Signatures :** Proudly add the golden badge to your email for daily credibility.

#### **Staying connected with your batchmates**

Networking is a key to create opportunities and to learn. Who are better people than your batchmates to learn and grow with !

We have created a page for alumni of Global Leadership Coach Program Participants where you can stay in touch with each other and post articles/blogs or initiate discussions among yourself about anything relevant. The page will be managed by Abhyudaya Admin team to keep the communication going with the growing community of GLCP programs in future.

Do visit the page today to say something today. [Visit here](#)

Immense gratitude for giving us the opportunity to serve you !  
Do reach out in case we can support you grow further !