Graduation Assignment: CLIENT SESSIONS
Eponaquest Level 1, 2024

Completing this practice assignment is part of the Eponaquest Level 1 EFL Coach certification requirements.

The Assignment:

- Complete a series of 6 individual coaching sessions with 3 different clients, according to the client sessions structure provided in Tab 30.
- The first session with your first client to be completed and reported by **20 June 2024**. All other sessions to be completed and sent in by **1 November 2024**.
- Completing your sessions SOONER than the deadline is welcomed and encouraged!
- A Client Session Report should be handed in for each session, in Word format (use the Report Form).
- Write your report within 24 hours from doing each session and send it in directly. Do not 'save up' the reports, this will cause big delays in our ability to review them.
- Send your completed report forms via email to admin@medicinehorseacademy.com
- As soon as all sessions are reviewed and found to represent the Eponaquest standard for Equine Facilitated Coaching, you will graduate and receive your Certificate.

The reports on apprentice client sessions will be evaluated by Eponaquest Faculty Member Josselien Janssens, with the help of Advanced Instructor Rosie Withey. If we are undecided or differ of opinion, we may involve Eponaquest Faculty Member Cécile Gilbert Kawano (FR) and/or the Eponaquest Faculty in Arizona, in evaluating your certification.

We will deal with these reports on a first come, first serve basis. We aim to give you feedback within one month after receiving each report. This is an indication, we can't guarantee this timeline due to unpredictability of work volume. Should we face bottlenecks and expect to take longer, we will communicate this within a month after receiving your reports.

Urgent matters requiring our advice or assistance – such as challenges relating to your relationship with practice clients or any other challenges you encounter in the practice sessions – should therefore be submitted separately from the session reports! Such issues will be answered within 3 working days. You can submit these to Josselien via email, Whatsapp or a phone call: admin@medicinehorseacademy.com /+31615893933.

You will receive feedback on each session report, indicating what is going well, what are attention points and any clarification questions. We do not look for perfection but for authenticity. If your work with clients is found to represent your learning curve in understanding and meeting the Eponaquest quality standard, and if you remain coachable on your learning points, you will receive your professional certificate.

You will only be eligible for graduation if all sessions have been completed, reported and sent in. In some specific cases we may need to ask you to complete one or two extra practice sessions with a fourth client to be able to see you have incorporated key learning points about mastering the approach.

We urge you to start booking sessions and send the reports directly after the 8 tuition days. That way, the materials and practice are still fresh in your mind.

How to go about the client sessions:

1. Agree on time and date of the coaching sessions with the client. Aim for completing one session per week with each client. That way it will take 6 weeks to complete the full set of sessions with each clients. You may of course coach more than one client per week, or even per day.
2. Send the client a registration form in advance of the first session. In this form, ask them what they would like to accomplish in the sessions, for example: set healthy boundaries, build self-confidence, etc. You can include a list of possibilities.
3. As part of your intake, clients need to be clearly informed these sessions are part of your certification requirement, that you will be writing anonymized reports about what happens during sessions, and that you may need to ask for advice from your supervisor pertaining things that happen during sessions.
4. If possible/appropriate: Charge a fee for each session and let the client know in advance what it will be. (Check the document "EFL Coaching & Insurance" in Tab 27 to determine whether you can charge a fee in your present situation!)
5. Determine in advance what materials and supplies you will need for each session and prepare them in advance.
6. Conduct the session, keeping notes of your clients questions and reactions and how the practice session with the horse went.
7. If you don't feel completely sure about whether to work with a prospective client, or don't know how to deal with anything that happens during your sessions, try to find a good way to park the issue with the client. You can mention you need to get some advice from your supervisor, and contact Josselien first before continuing with the client.
8. Complete the report and send it in no later than 24 hours after the session. So take into account planning in the time you need to write the report!

Reporting guidelines:

Fill out a CLIENT SESSION REPORT FORM (you can download these from the online library) directly after every client session. You may answer the questions in this form in writing or in a spoken audio recording. You may report all sessions via audio. However, you must provide WRITTEN reports on at least TWO client sessions in ENGLISH for Rosie Withey's review.

Please send the completed form back as a Word File, don't save it as PDF, we need to be able to put comments in your document.

Please save the Word or Audio report form file according to the following name format "**Your Name C1S1**" (C is for Client, S is for Session). Doing this really saves us time so it is greatly appreciated!

The reports are to be sent via email to admin@medicinehorseacademy.com

Important note re. Privacy Regulations:

Even if you do not have your professional practice set up yet, we expect from you to handle all client information as if you have. Breaching client privacy can be a cause for you to fail graduation.

As per the General Data Protection Regulation (GDPR – NL: Algemene Verordening Gegevensbescherming – AVG) as a professional dealing with personal data you are responsible for keeping name, address details and any notes about your client sessions in a safe place, for example in a locked cabinet, or a computer drive that is password protected.

This means even notebooks with session notes that contain client names, need to be kept in a locked cabinet or drawer when you are not using them!

Since your graduation session reports will be sent via email, **clients may not be recognizable in the text or spoken recording**. You can refer to the clients name with only their first name initial or their client number, e.g. C1, C2 or C3. Please do however provide some context so we know what type of person you are coaching, and their help request. For example: "C3 is female, 41 years old, married with 2 children, has had a burnout in the past and is now back at work part time in a large accountancy firm. She is asking for help in better understanding her boundaries and staying true to herself in both managing her job and being there for her family."

For further information on what you can and can't do as an EFL Coach in terms of keeping professional client information, please refer to the handout on EFL Practitioners & Client Privacy provided during the Level 1 training. [See Tab 27].

Important note re. Liability Insurance:

Please carefully read the document EFL Practitioners & Insurance before starting your client sessions and take appropriate measures to cover your liability situation. [See Tab 27]

If you are not clear which scenario is applicable to you, please discuss this with Josselien before starting the client sessions.

Josselien Janssens
admin@medicinehorseacademy.com
06-15893933