

## Participation Policy

Success in our program requires full commitment by all participants. By enrolling in this course, participants agree to being fully present during all sessions and participate to the best of their ability. This includes arriving on time, abiding by the code of conduct, and engaging in course activities.

### **Attendance**

In order to provide you with the minimum required training hours for certification, it is important that you are present at all course meeting.

If you have an emergency or become ill and are not able to attend a coaching session, please contact your instructor and [hehuan.cai@ascent-vision.com](mailto:hehuan.cai@ascent-vision.com) immediately. You will be expected to complete the session materials, review the session recording, and complete a coaching session outside the live session to make up for the missed session.

If you need to miss more than 3 hours of the course, you will have the option to work with the instructor to cover the missed material at your own expense or register for another course. If you miss more than 1 hours of mentor coaching, you will need to arrange and pay for individual mentor coaching sessions to complete the required 10 hours of mentor coaching to satisfy the International Coaching federation requirements.

Petitions to this policy are considered on a case-by-case basis and must be submitted in writing to the instructor and Ascent Vision International Limited.

### **Course Engagement**

Our courses are designed to be interactive and engaging for our participants. It is therefore an expectation that you participate in course activities, including dialogue with the course instructor and peers, mock coaching activities, and experiential learning exercises. If you are unable to participate in an activity, please inform your



instructor as soon as possible. Please refer to the code of conduct for additional details.

### **Code of Conduct**

Participants are expected to conduct themselves in a professional manner during all sessions. This includes, but is not limited to:

- Arriving on time to all sessions.
- Attending all live sessions and mentor coaching sessions.
- Having your camera on for virtual live sessions.
- Participating fully in all sessions and mentor coaching sessions. This includes being prepared for the session, involving yourself in discussions and activities, assuming responsibility for your learning, and contributing to the learning of others.
- Engaging in discussions with integrity and honesty.
- Being respectful of your fellow participants and instructors, including silencing your cell phone, not texting, and other disruptive behaviors.
- Embracing diversity and inclusion while respecting the dignity and humanity of others.

A handwritten signature in black ink, appearing to read 'Rachel Ho'.



## Registration Modifications

Modifications to registration, including substitutions of participants or transfer of course dates, must be completed at least seven days before the program date. Participants may contact Ascent Vision International Limited to modify their registration at [hehuan.cai@ascent-vision.com](mailto:hehuan.cai@ascent-vision.com). Course changes will be allowed as long as there are spots available.

A handwritten signature in black ink, appearing to read 'Rachel Hehuan Cai'.

## 参与政策

要在我们的课程中取得成功，所有学员要全力承诺，学员同意在所有课程中充分参与，并尽他们最大的能力参加。这包括准时到达，遵守行为准则，并参加课程活动。

### 出席状况

为了为您提供认证所需的最低培训时间，您出席所有的课程会议是很重要的。如果您有紧急情况或生病，并且不能参加辅导课程，请立即联系您的教练和 [hehuan.cai@ascent-vision.com](mailto:hehuan.cai@ascent-vision.com)。您将需要完成课程材料，复习课程记录，并完成现场课程之外的一次辅导课程，以弥补错过的课程。

如果你需要错过超过 3 个小时的课程，你可以选择与老师合作，自费弥补错过的材料，或注册另一门课程。如果你错过了超过 1 个小时的导师指导，你需安排并支付个人的导师指导课程，完成所需的 10 个小时的导师指导，以满足国际教练联盟的要求。对这一政策的申请将视具体情况而定，并以书面形式提交给讲师和睿明国际有限公司。

### 课程参与

我们的课程旨让学员参与互动。因此我们期望您参加课程活动，包括与课程讲师和同行的对话，模拟教练活动以及体验式学习练习。如果您不能参加某项活动，请尽快通知您的指导老师。详情请参阅行为守则。

### 行为准则

- 预计与会者在所有会议期间都应以专业的方式行事。这包括但不限于：
- 准时到达所有的会议。
- 参加所有的现场课程和导师辅导课程。
- 打开你的摄像头进行虚拟直播。
- 充分参与所有的课程和导师辅导课程。这包括为会议做准备，让你自己参与讨论和活动，对你的学习负责，并为他人的学习做出贡献。
- 以正直和诚实的态度进行讨论。
- 尊重你的其他参与者和导师，包括手机静音，不发短信，以及其他破坏性行为。
- 拥抱多样性和包容，同时尊重他人的尊严和人性。





## 注册修改

对注册的修改，包括更换学员或转学课程日期，必须在课程日期前至少七天完成。学员可以联系睿明国际有限公司 [hehuan.cai@ascent-vision.com](mailto:hehuan.cai@ascent-vision.com) 修改注册，只要有名额睿明团队会竭力支持您。