For Circle of Life Coaches Doing Research

Thank you for participating in the collection of data that helps us to show how effective the Circle of Life Process can be!

General Information about this study

We are using this tool to compile statistics (from as many COL Coaches as we can) on the effectiveness of the COL process in reducing generalized stress and assisting participants in fulfilling their goals. If we can show reduced stress and increase life satisfaction, especially long term, with reliable and validated research tools such as the PSS (Perceived Stress Scale), the MYMOP (Measure Yourself Medical Outcome Profile) and a few questions that the Circle of Life team designed, we can statistically validate the use of COL for professional and academic groups as well as for individual and corporate clients. As we collect data about the effectiveness of COL in different groups we can use the information to generate more opportunities for our COL Coach Community, become more recognized professionally, and apply for grants.

All Circle of Life coaches are eligible to apply to participate in this study. Those coaches who will be selected by the national office will depend on an array of factors including their skill, the time frames they for their groups, etc. Choosing to participate or declining will have no effect on a coach's status as a certified CoL health and wellness coach.

It is very important not to transmit to your clients any bias as to how to fill out the Assessments – we don't want them to try to fill this out in a way they think we will like or want. We DO want them to fill it out truthfully and honestly from where they are in their lives, both times. Just make it fun. ☺

To make this research more relevant these instructions are also a consent form you are signing to participate in the study - as a coach – to deliver to the participants the forms to fill out, collect them, and send the completed sets of forms to CoL's national office. (Please send by some form of registered service: mail or UPS or Fed Ex – with a tracking number) Please read thoroughly, sign and return this form with your first set of PRE and POST assessments.

DIRECTIONS – Filling out & processing the PRE and POST forms

Coaches, please fill out the Coach Information Sheet and include it with the PRE & PST forms you send to us when completed.

DEFINITIONS – The assessment form used to collect data at the beginning of the research, prior to your Group Participant Sessions, is referred to as the PRE form (the form with numbers ending in "a"). The assessment form used to collect data at the conclusion of the research, after the last Group Participant Session, is referred to as the POST form (the form with numbers ending in "b"). (Please note: on the Pre form, there is no question 27a – it is to be left blank.)

THE INFORMATION GATHERING PROCESS - The information that is gathered will be kept confidential. Please, let your participants know that their Assessment is completely anonymous – we even destroy the name/number list.

It is OK to suggest that this is an exciting opportunity. Beyond that it is best not to say too much about the Self Assessments. If participants ask, simply reflect that we are checking their stress level over time.

HOW TO – PREPARE FORMS FOR THE PARTICIPANTS

PRIOR TO DELIVERING THE "PRE" FORMS (preparation for the first session)

1. Fill out the numbers & names list template provided first and keep it so that when you hand out the POST forms (at your last session) it will be easy for you to know who had which number and give the correct form. *This is crucial so the each person has the exact same number both times.*
2. Please write the assigned unique number on each participant's PRE & POST forms (so you only have to do this one time).
3. Prepare your attendance form – template provided. Please send it with the PRE and POST forms when competed.

PRIOR TO DELIVERING THE "POST" FORMS (preparation for the last session)

1. In preparation for your last session check to make sure each POST form (with numbers ending in "b") has the correct number for the group you are studying (especially if you are running more than one group at a time) – refer to your name/number list. You will need to know which number was assigned to which person in order to hand them the correct form, so have your reference sheet available to refer to. (That name/number list is destroyed by us after we receive it.)
2. Have the group participants fill out and return the POST form to you during the last session. You may do this either at the very end (please be sure to allow enough time, 15-25 minutes, so that it isn't rushed OR you can do it before the very end, concluding with whatever completion exercise or celebration you choose). Remember we need both the PRE and POST forms to be useful to our study.
3. Please pair the two forms for each participant in your group *and staple them together.*
4. Please fill out the Coaches Information Sheet, enclose with all other forms in a packet and send to our national office in Santa Barbara with some sort of tracking identification. We recommend making copies and keep them until you are sure we have received the originals. We will email you confirmation when we receive them.

These are the forms that are to be returned to our national office with a tracking number (you may use whatever delivery service you prefer):

1. Coach Information Sheet
2. PRE & POST forms for each participant, *stapled together*
3. Attendance Record
4. Name/Number sheet (this list is destroyed by us after we receive it.)

HOW MUCH TIME WILL IT TAKE? We recommend setting aside about 30 minutes prior to the first & last sessions to prepare the forms, fill out the number/name sheet and fill out the demographic Coach Information Sheet. (You will get a sense of the time it takes you to prepare once you do the study the first time – you may well take less time.) It will likely take 15-25 minutes total of session time (depending on the people in your group and size of the group) to pass out the forms and have them filled out by your participants both times (PRE and POST) and recollect them.

HOW & WHEN TO DELIVER THE FORMS TO THE PARTICIPANTS

The Assessment is to be filled out twice, as part of the first and last group coaching sessions – immediately before the first session and immediately after the last session. Please have the participants fill it out just before the personal introductions.

Here is the sequence:

1. Everyone has gathered and is seated
2. Welcome (use short script)
3. **PRE Assessment Form**
4. Personal Introduction round-robin

Here is an example of what to say:

> *Welcome Everyone!* *Hi, my name is* ___*(fill in the blank)* ___.
> *We're going to start this session off with filling out self assessments, then I'll collect them and we'll do a round-robin to introduce ourselves to each other.*
> (pass out the "PRE" assessment forms).

IF PARTICIPANTS ASK QUESTIONS WHILE FILLING OUT THE FORMS

It is our goal to collect as unbiased results as possible. Therefore we request that you interact with the participants as little as possible while they fill out the self-assessment forms (PRE and POST). If they are confused about a question, ask them to do the best they can, interpreting the question in whatever way they do is absolutely fine. Direct them to their own authority: "What does this mean to you?"

THE ATTENDANCE SHEET - INCLUSION CRITERION The Circle of Life research group has determined a specific criterion for when a participant's data is no longer viable. Please use and return the attendance sheet to keep track. Have all participants who filled out the PRE self-evaluations at the first session fill out the POST form during your last session. The researchers will determine from the attendance sheet the eligibility of the data. You, as the coach, are not responsible to make that assessment.

WHAT ARE THE BENEFITS OF PARTICIPATING IN THE STUDY AS A COACH? As noted above participation in this research helps to build the credibility of the Circle of Life Health and Wellness Coaching process and our coaching community. It also builds credibility for the coach. Participant's benefit by being a part of an activity that will help to bring wellness more fully into our society. A Health Action representative of the Circle of Life will be available to provide extra coach mentoring and/or support for the coaches who choose to participate in this study.

WHAT ABOUT CONFIDENTIALITY AS A COACH? The information will be coded to protect your identity as a coach. All information will be stored in a secure and locked location (such as a locked filing cabinet). Only the researchers will have access to the coded data. The sheet that has the coach's name on it (this form) will be kept in a separate file so that the coach's name is not identified with participants' answers. If information from this study is published, it will be written so that none of the coaches or the participants will be identifiable. The information may be available for use in the future by students or other researchers. If this were to occur, there would be no information or data that could identify anyone involved in the study.

WHAT ARE THE COSTS/PAYMENTS OF TAKING PART IN THE STUDY AS A COACH? It is important for all participants to understand that there are no charges for participation in this study and that no one will receive compensation for participating. There will be minimal postage and printing/copying costs you will incur. Thanks sincerely if you are open to contributing to the study in this way or if would like to be reimbursed, please include your receipts with the forms when you send them to us and we will issue you a check. (Please allow 30 days to receive your reimbursement. It will be issued by check and sent by mail - USPS.)

CAN THE COACH OR PARTICIPANT DROP OUT OF THE STUDY?

Re: Coaches A Coach who decides to take part in the study can drop at any time it becomes necessary, though it is discouraged once the process has begun. It is <u>best</u> to be committed in advance and know you can follow through on the time scheduled.

If you choose to withdraw from the study for any reason, simply notify the investigator prior to completing the post-program survey. Please send us the data that has been collected to the point of your withdrawal to be analyzed by our offices to see if any of it might be useful to us. No further data will be collected. This will have no effect on a coach's status as a certified CoL health and wellness coach.

Re: Participants There will naturally be some attrition of participants though this is not desirable. Please try to keep participants involved. If a participant must drop out of your group, carefully note this on the name and number list.

WHO CAN ANSWER MY QUESTIONS?

Before and during the study, please reread these instructions first. If you still have a question call the contact person below. Once the study is completed, we would be glad to share the results with you after we process the data. (FYI – we analyze data annually so results will not be available immediately.) Please send an e-mail if you want to be informed of the results when they are ready.

Contact information:
Please call our office if you have further questions 805-617-3390, or
Email us at research@circleoflife.net

WHERE TO SEND THE COMPLETED FORMS?

Please send the completed Assessment pairs and all other forms (as listed above) for each participant by group, plus this consent form to:

Circle of Life / Health Action
5276 Hollister Ave. suite 257
Santa Barbara, CA 93111

or for current address, please check:
www.circleoflife.net

Beyond questions of how to administer the study PRE & POST FORMS, if you have a complaint or question or comment please contact Dr. Roger Jahnke, Principal Investigator. He will ask your name; all such communications are kept in confidence.

Roger Jahnke
rjahnke@ circleoflife.net
805-685-4670

I have received an explanation of this study and agree to participate. I understand that my participation in this study is strictly voluntary.

____ ____________
Name Date

____ ____________
Signature Date

Thank you for participating! **The Circle of Life Team**