



# Frequently Asked Questions

## Facilitator Training: Reconnecting Workspaces

(V.I.O May 2021)

### Why a Reconnecting Workspaces Coach program?

The Reconnecting Workspaces Coach Certification is geared for professionals (coaches, trainers, or facilitators) who are looking to expand their own offerings through their business for hybrid, remote and virtual professionals, businesses and teams. Reconnecting Workspace is focused on support for virtual professionals of all kinds who are looking to thrive in the virtual, remote or hybrid workspace. As we have seen since early 2020, ALL professionals can benefit from enhance skills, capabilities and insights.

Whether you are supporting virtual entrepreneurs, remote workers, virtual team leaders, or those working in a hybrid way, Reconnecting Workspaces will be seen as a go-to resource.

The Reconnecting Workspaces Coach training program is the foundation for all Reconnecting Workspaces additional specializations which include leading Reconnecting Workspaces Coaching Circles and Reconnecting Workspaces Facilitator training. The Circles Facilitation will be offered in August 2021 and Facilitator training program in Fall 2021.

With completion of this multi-session training program (18 hours virtual calls, 6 hours blended learning), Reconnecting Workspaces (RW) will be able to offer coaching support to individual, group or team clients. The Reconnecting Workspaces Coaching training is being reviewed for Continuing Coach Education with the ICF.

### Who is the book for?

Reconnecting Workspaces: Pathways to Thrive in the Virtual, Remote and Hybrid World is geared to those professionals who support:

1. Digital, virtual and online entrepreneurs
2. Virtual, remote and hybrid team leaders
3. Remote and hybrid workers
4. Virtual, hybrid and remote team members (because all professionals need to be a leader)

The book will be of interest to coaches who provide individual coaching, group coaching and team coaching. Copies of the book can be purchased at Amazon. The book is approximately 440 pages in length and covers 21 chapters which will be of interest to remote, hybrid and virtual workers.

## What does the book cover?

The book is approximately 440 pages, covering the essential topics required for success in the virtual, remote and hybrid space. Each chapter includes a BRAIN Tip, a Team Tip, Six Leadership Questions, A Hybrid Principle and a Myth. Each of these alone could be the focus of a separate presentation or coaching conversations.

The book consists of

21 chapters:

Chapter 1 – Workspaces in Today’s Virtual, Digital, Hybrid and Remote World

Chapter 2 – Today’s Workspace – The Digital World

Chapter 3 – Team Effectiveness

Chapter 4 – The Tapestry of Teams

Chapter 5 – The Triad of Trust, Safety and Connection

Chapter 6 – Communication and Conversations

Chapter 7 – Making It Scalable

Chapter 8 - Teamwork Practices

Chapter 9 – Leadership Practices

Chapter 10 – No person is an island – Relationship Management and Collaboration

Chapter 11 – Learning and the Talent Cycle

Chapter 12 – Onboarding for New Virtual Team Members and Leaders

Chapter 13 – Performance Management and Feedback

Chapter 14 – Conflict Management

Chapter 15 – Coaching and Mentoring

Chapter 16 – Strengths-Based Teamwork

Chapter 17 – Emotional Intelligence

Chapter 18 – Personal Productivity and Time Management

Chapter 19 – Meetings and Presentations

Chapter 20 - Project Management 101

Chapter 21 – Summary and What’s Next



## Facilitator Questions

Starting summer 2021, Jennifer will be offering a virtual training program for those professionals who want to become a Reconnecting Workspaces Coach of this work.

You might be a coach, trainer, facilitator or leader eager to support those that are building their businesses or virtual workplaces. Part of Jennifer’s vision is to get this resource into the hands and on the desks of 500,000 remote professionals each year, with over 5 Million in the decade.

The Coach training program will be taking place VIRTUALLY 3-4 times a year (Fall, Spring, Summer). The training provides you with a focus in key areas of hybrid and remote work including remote team effectiveness, hybrid leadership, and productivity.



Taking a deeper dive into the resource, each coach will also lead a short practicum as part of their training using the material. A listening and written assignment will round out the training, along with some 1-1 time with Jennifer. More information at [Reconnecting Workspaces.com](http://ReconnectingWorkspaces.com).

### What am I required to do as a Facilitator?

In addition to completing the 24 hours of virtual training which includes live calls (18 hours), blended learning (6 hours) and leading one or more practicums, you can lead as few or as many sessions using the

resource as you would like. **Each time you will be required to purchase a set of copies for each participant.** You will complete the work under your own business umbrella, or you may be invited to deliver programming as a subcontractor if there is sufficient demand (no guarantees of any volume of work).

The Reconnecting Workspaces copyright is retained by Jennifer Britton, and all references must be used in attribution to the copyright.

There is an annual renewal fee of \$495 US which covers materials and other updates.

### What support can I expect as a facilitator?

In addition to the robust virtual training, Jennifer is available and will be hosting four quarterly calls each year, specific to the Reconnecting Workspace and Coaching Business Builder Facilitator community. These will focus on facilitation tips and marketing issues.

Updates will be communicated to you as needed. It is anticipated that Reconnecting Workspaces is the first of a dozen books on the topic.

### What will I need to do in order to offer the program myself?

You will need to market the program with your own clients. You are also responsible for the design, and implementation of your own programs, under your own program and company.

For support in this area, Jennifer does regular calls on business development and marketing.

You can also create your own marketing plan using the different resources in the guide. Consider the 31-day challenge or the Daily Trackers to help support your focus. Each participant needs a copy of the book.

### How do I market this program?

We'll be covering tips for marketing this work as we move through one of our certification calls.

### What's required to maintain certification? Is there an annual rate to remain certified?

To continue to provide support to the community there will be a \$395 US annual renewal fee to maintain certification. Each year you'll be asked to track and submit the following information:

- How many sessions you used the resource in?



- How many people you rolled it out to?
- How you incorporated the material?
- Resources you found useful
- Best practices you evolved

## **What communication and networking channels will I have with others?**

During the certification program you will be paired with another facilitator. It's likely you'll get to know each other well, and I hope that you will stay in connection with one another.

The Mighty Networks community will also be available to you to communicate through. There may be additional options added as the community grows and evolves.

## **Where do I go for resources?**

Most resources you will use are found in the book. You are encouraged to use them "as is".

Additional resources are also found a special Reconnecting Workspaces portal. This includes additional resources, videos and worksheets you can use with your own clients.

## **How often can I expect to hear from Jennifer and Potentials Realized?**

Jennifer keeps in touch with Reconnecting Workspaces Coaches, along with PlanDoTrack and Coaching Business Builder Facilitators via quarterly calls. There will be a monthly newsletter going out to all Facilitators. If you have something you want included about your work, please have it to Jennifer by the 3rd day of each month.

Also, there will be ongoing conversation at the PRIVATE group on Mighty Networks.

## **How does Reconnecting Workspaces differ with PlanDoTrack and Coaching Business Builder?**

Coaching Business Builder and PlanDoTrack are workbook planners, and were a precursor to this work. Even though the audiences are slightly different (CBB = professional coaches, PDT = remote workers, entrepreneurs and team leaders), the foundations of planning are the same. Therefore, a significant part of the two resources are the same. The main differences in Section I are that: Reconnecting Workspace's focus on the remote work and entrepreneurial space has led to a different of self-assessment around skills. CBBs focus is on the 11 core coaching competencies of the ICF.

Wheels are different – Coaching Business Builder Wheel is based on core coaching business development skills and Reconnecting Workspace includes two Wheels: The Wheel of Remote Work and The Wheel of Remote Skills.

There is also a difference in naming – so section 2 is Solopreneur Primer in Coaching Business Builder, is The Primer in Reconnecting Workspace.

The planner templates (all 28 of them) are the same.



## Where else can I go for more information?

Reach out and set up a call with Jennifer Britton by contacting her at (416)996-8326 or [info@potentialsrealized.com](mailto:info@potentialsrealized.com).

Connect on social media:

Instagram @Reconnecting Workspaces

Website – <https://www.ReconnectingWorkspaces.com>

Related Websites: [www.PlanDoTrack.com](http://www.PlanDoTrack.com) - For Virtual and Remote  
CoachingBusinessBuilder.com – For Coaches

