

Memorandum of Understanding

To: All Grip-Birkman Trainers

From: Grip-Birkman Leadership Team

Date: July 1, 2020

As we strive to build unity in the Body of Christ so that more people will know Jesus, we remain steadfast to our values of community, integrity, unity, and transparency. At no level is this more important than in the area of the training of Grip-Birkman Coaches. Coaches are at the heart and soul of the delivery method for Grip-Birkman and trainers of coaches are the initial communicators of the values of our community to new coaches. It is our desire through this Memorandum of Understanding (MOU) to clarify expectations, commitments, and requirements to one another. We are attempting to bring clarity to the way we train coaches and the services we offer as a ministry organization. Our goal is to create a training standard for coaches, regardless of who is leading. This will help us to maintain integrity in the process and provide the most thorough and complete experience possible for our coaches.

This MOU sets some of the basic guidelines and processes for both the trainer's information and clarity for the Grip-Birkman Certification process. Please know that we are open to suggestions as to how to make the Coach Training process better and this MOU even more precise and usable. In this MOU we will cover three categories for understanding:

- coaches training events,
- our relationship to Birkman International, and
- Grip-Birkman community involvement

Coaches Training Events

Scheduling & Logistics

In order to ensure consistency in the experience, and visibility for those looking for Grip-Birkman Coaches Training Events, Grip-Birkman Support will manage the scheduling, receiving of payment, and post-training tracking for all events.

Grip-Birkman will:

- Post all coaches training events on the website with a registration page, including a link for payment.
- Receive all payments from attendees. If special accommodations including volume discounts or scholarships are needed, GB will work with the trainers, but GB will be responsible for these, including any risk assumption.

- Send notification to trainers of attendees signing up within 24 hours of receipt.
- Upgrade (if needed) at no cost, Grip-Birkman Basic reports to Grip-Birkman Signature reports and transfer them into trainer's Birkman sub-account.
- Provide up to 50% of payment pre-event as requested by the trainer. This is to help with any direct pre-costs which may be associated with the training.
- Complete payment to trainers within 48 hours of the completion of the coaches training.

Trainers will:

- Choose dates & times that work for them, communicate details with GB, and run all public coach training events through Grip-Birkman following the minimum requirements below. (If a training is for a single organization and not open to outside participants, it does not have to be run through Grip-Birkman. However free upgrades to participants [from Basic to Signature reports] are not provided.)
- Complete [an online form](#) with details of the training.

What follows is a table outlining the changes and expectations around the Coach Training process.

	Grip-Birkman Commitment	Trainer Minimum Requirement	Trainer Best Practice
Pre-Training	<ul style="list-style-type: none"> • Create the Event Invitation on the events page of www.gripbirkman.com including the registration process. • Receive registration and payments. Upgrade and transfer reports as needed • Send welcome email, confirming registration. • Provide timely responses to trainers and attendees. • Provide registration questionnaire to registrants, answers being shared with trainers. 	<ul style="list-style-type: none"> • Notify support@gripbirkman.com of dates/location/details of upcoming training. • Send welcome and logistical details regarding venue, meals, schedules and expectations to participants and GB support. • Confirm participants have either had a teambuilding or coaching experience prior to the training. 	<ul style="list-style-type: none"> • Send welcome and personal introduction as soon as participants register. • Complete pre-training coaching with each participant • Provide prayer requests, pre-reading, and reflection questions to guide the participants
During	<ul style="list-style-type: none"> • Provide access to at least one leadership team member to welcome the new coaches • Provide timely support for any requests 	<ul style="list-style-type: none"> • Conduct the training as outlined in the current Grip-Birkman Coaches Training Manual as provided on the GB website. <i>If you wish to provide additional resources, they should be separate from and not be included as a part of the training manual.</i> • Maintain a balance of training, experience/activity, and practice. • Invite a leadership team member to welcome your cohort. 	<ul style="list-style-type: none"> • Follow the provided schedule • Provide opportunities to connect with our Equip, Support, and Connect team members, encouraging ongoing engagement
Post	<ul style="list-style-type: none"> • Connect with your attendees at least 2 times, including opportunities for engagement. • Send a Trainer Post event report • Send an Attendee Post event survey to all attendees, providing trainers with pertinent information. 	<ul style="list-style-type: none"> • Conduct one post training contact, within one month of the event to provide opportunity for Q&A and application. • Complete 1 post-event trainer survey which, when returned to Grip-Birkman, will include a group picture from the event. • Encourage newly trained coaches to connect with the Grip-Birkman community. 	<ul style="list-style-type: none"> • Create cohorts of 3 attendees for practice coaching. • Engage in each group at least one time. • Connect by email personally at least one time.

Changes to Model what we Believe:

All trainings are required to have two (2) trainers. We believe our paradigms are best understood when modeled, and this is most effectively accomplished when we are demonstrating Body Life in our own facilitation of the learning experience. Any request for exception to this rule must be reviewed by the GB Leadership Team.

The assessment will not be included in the cost of the training. We believe our coaches trainings are most effective when participants have had previous exposure to Grip-Birkman and understand our goal of equipping and empowering the Body of Christ to greater unity. Therefore, we will strive to make the Coaches Training an opportunity to focus on how to serve others as they have experienced it themselves, rather than a primary focus of self-discovery. Questions about their experience and their potential use of the tool are part of the registration process.

If they have only completed the Basic Grip-Birkman, their report will be upgraded to Signature level as a part of their registration cost. There will be no discount for those who already have a Signature Report or Suite level access.

Online Coaches Training

Our preference is face-to-face training experiences in order to model our values and community. Some circumstances warrant our pursuit of providing an online experience. In order to conduct an online coaches training, it must fulfill the following requirements:

- Grip-Birkman will have a training platform available for trainers if they choose. If not, and the trainer would prefer to use their preferred platform or personal account, the platform must have the following:
 - Video capability up to 25, screen sharing, chat, and whiteboard features
 - Breakout rooms to accommodate half the number of training participants, for one-on-one practice coaching and small group discussions (e.g. 12 participants = six breakout rooms)
 - Security standards meeting international requirements for workers in secure locations
- Two trainers are required in attendance throughout the entire training event. Any exception to this would need to be approved by GB leadership team.
- Trainers wishing to facilitate an online Coaches Training must complete additional one-on-one training prior to running an online event, as well as co-train with a member of our Online Coaches Training Taskforce. For more information, contact Larry Gay.
- Online Training for single organizations must be pre-approved by Grip-Birkman Leadership and adhere to the same training standards.

Trainings Conducted Internally (Single Organization Training)

For trainings conducted inside single organizations, the **trainer** must provide the date and location of the training, and a complete list of attendees with contact information.

New Trainers

As a trainer, it is not allowed to complete the process of commissioning a new Grip-Birkman Trainer. The full list of requirements is listed on the Grip-Birkman website. Specifically, the co-training must be completed with an approved Trainer Certifier.

Cost & Payment

Our commitment is to keep the Coaches Training as affordable to the individual and at the same time worth the time and effort of the Trainer as much as possible.

Trainers cover the cost for:

- Printing manuals (F2F only)
- Snacks and lunch (F2F only)
- Personal travel, lodging, and other expenses
- Additional supplies as needed

Grip-Birkman administration fees will cover the cost for:

- Registration cost including credit card processing fees
- Upgrade (if needed) of report
- Online training platform

The cost for all Grip-Birkman Coaches Trainings will **\$549US and \$649CAN per participant**. The administrative fee per participant will be **\$109US and \$120CAN per participant**.

All online Coaches Trainings will be at the US dollar pricing.

For Trainings Conducted Internally (Single Organization Training), the Grip-Birkman **administrative fee is \$75 per participant**, due within one week of the completion of the training.

Birkman Relationship

Integrity is foundational to our witness. A primary relationship where we must demonstrate the highest level of integrity is with Birkman International. Therefore, as a community, we are committing to only using your access to Birkman to serve in ministry; IE: Christian leaders, Christian churches or Christian organizations. Any uses outside of this are not permissible under the terms of our agreement with- and our personal commitment to- Birkman International.

The purchase of Birkman as a stand-alone assessment aside from Grip-Birkman should be done with your personal Birkman account. For unique situations and consideration, requests must be made to the Grip-Birkman Leadership Team in writing for review. The Grip-Birkman Support Team is not authorized to order without this review process.

Note: *Transferring from a personal Birkman account into a Grip-Birkman sub-account costs the same as completing a new Grip-Birkman assessment.*

Relationship to the Grip-Birkman Community

Community must be modeled in our own lives. Our purpose is not for Grip-Birkman to be anyone's primary community. We are an Equipping & Releasing community, driving people back to their local context to serve the Body of Christ. In order to model this, we believe ongoing engagement is necessary, sharing our experiences, our learnings, and our relational commitment.

Grip-Birkman will provide:

Opportunities for you to share your experiences, your learnings, and your Gifts with the Grip-Birkman community. These opportunities may include, but are not limited to:

- Coaches Café
- Newsletter / Blog
- Social Media Posts
- Video interview
- Podcast
- Annual gathering

Trainers will engage through:

- Creating and/or sharing content in one-or-more venues annually.
- Schedule and facilitate at least one (1) Coaches Training event at minimum every other year.

Thank you for building unity in the Body of Christ, and for serving our Grip-Birkman community.

This document will be reviewed annually. For questions and further clarification, please contact

John Blake

John.Blake@gripbirkman.com

253.347.7258