

CCP 2014-2015: MARCH RESIDENCY LOGISTICS

Preparation

As this will be our last occasion in the program to work face-to-face, we want to spend time engaging your questions and challenges! So to maximize our time together, we have a few preparation requests:

- Bring two typed copies of your practice client's 4-column map with you.
- Beyond designing and de-briefing tests, what other coaching-related questions/issues would you especially like to see addressed during this session? Please send these to office@mindsatwork.com by noon on Monday, March 9.
- Identify specific, immunity-to-change-related challenges you have had with your practice client. What was/is the challenge? Is the challenge connected to a particular exercise? We hope that these will be relatively easy for you to identify by reviewing your ITC Tracker (And if you have not been regularly using that in working with your practice client, pls do so!!). Please bring the challenge to the session; you don't need to send it to us in advance.
- Read the document "CCP Portfolio Guidelines" if your goal is to become certified. What questions, if any, do you have? Please bring these to our session.
- We will be exploring the links between developmental theory and ITC coaching. Please read the article by Jennifer Berger and Catherine Fitzgerald, "Leadership and Complexity of Mind: The Role of Executive Coaching". The article makes connections between developmental theory and executive coaching, and we think that reviewing it will help everyone be well prepared to explore these issues further when we are together.
- **Optional:** For those of you who want to think more about the developmental aspect of ITC coaching, we encourage you to purchase Jennifer Garvey's book, *Changing on the Job*.

We will also be reviewing the rest of the timeline for the course, including when you should start working with your portfolio client (which isn't until after the second residency).

Arrival and Transportation

The workshop will be held at the Harvard Faculty Club, located at 20 Quincy Street, Cambridge, MA.

Please allow a minimum of one hour to retrieve your luggage and travel to the Harvard Faculty Club from Logan Airport. If you are arriving via a private car or elect to rent a vehicle, parking at the Harvard Faculty Club, Harvard University and in the city of Cambridge is challenging to say the least. There is no on-site parking at the Club and parking in Cambridge is generally limited to meter parking only. Taxis are abundant and there is a robust public transportation (MBTA) system in Cambridge and Boston.

Daily Schedule

Wednesday, March 18 3:00 pm– 5:00 pm + reception to follow
Thursday, March 19 9:00 am – 5:00 pm
Friday, March 20 9:00 am – 4:00 pm

Meals and Welcoming Reception

A light breakfast will be available on Thursday and Friday at 8:30 am. Additionally, lunch and snacks will be provided throughout the day. On Wednesday, March 18, we hope you will join us for a Wine & Cheese Reception from 5:00 - 6:00 pm before departing for your dinner and homework preparation.

If you have any food allergies or dietary restrictions, please notify our office as soon as possible, and no later than Wednesday, March 11.

Adjournment

The workshop will adjourn at 4:00 p.m. on Friday, March 20. Please note that airport officials recommend that you arrive at Logan Airport 90 minutes before your international or domestic flight departure time. If you book a return flight after 6:00 p.m., you should have ample time to arrive at the airport. If your travel plans necessitate departing at an earlier time, please let us know as soon as possible.

Weather and Attire

March in Massachusetts can be unpredictable, but generally brings cool temperatures and a potential for either rain fall or snow fall. Average temperatures for this time of year are: high 45°F (7°C) with low of 31°F (0°C). This winter has been unusually snowy and cold, so please don't forget to pack your heavy coat, hat and maybe a pair of boots! Casual attire is appropriate for all days - we want you to be comfortable.

Accommodations

Accommodations can be reserved at the Harvard Faculty Club, where all workshop activities will be held.

Harvard Faculty Club
20 Quincy Street 617.495.5758
Cambridge, MA <http://www.hfc.harvard.edu>

We also recommend the following hotels, which are located near the Harvard Faculty Club:

Doubletree Guest Suites - Boston Telephone: 617.783.0090 www.bostonsuites.doubletree.com	Charles Hotel Telephone: 800.882.1818 www.charleshotel.com	Sheraton Commander Telephone: 617.547.4800 www.sheratoncommander.com
Hotel Veritas Telephone: 617.520.5000 www.thehotelveritas.com	Harvard Square Hotel Telephone: 800.780.5733 www.harvardsquarehotelboston.com	

If you have any questions prior to your arrival, please don't hesitate to contact us immediately!

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