

Conditions for using/administering the COF assessment as a Certified User/Project Manager

The following guidelines are set to clarify the conditions for using/administering the COF assessment¹, ensuring that the tool is used constructively and with integrity.

Certified Users² have access to the Project management part of the COF assessment (www.COFassessment.com or www.philrosinski.com/cof). To receive this designation, professionals must attend the “Coaching Across Cultures” advanced executive coaching seminar and/or engage in a tailored developmental supervision program that takes into account their current level of experience and expertise in intercultural coaching.

Upon completion of the CAC seminar (or tailored developmental supervision program), a provisional certification is granted to use/administer the COF online assessment. Full certification is granted once the Provisional Certified User has successfully applied the COF assessment at work, on a real project.

Possibilities and process for using/administering the COF assessment

A Certified User/Project Manager is responsible for setting up the project and instructing participants. **The project can consist of administering the COF assessment to an entire team, division, organization and/or several organizations in the case of a merger or an alliance.**

A unique project ID is communicated to participants and allows the aggregation of data. Upon project completion, aggregate results can be viewed globally and through sorting (e.g., per country, division, hierarchical level, or any combination of categories).

The tool allows users to:

1. Aggregate individual results and establish *group profiles on a project basis* (e.g., team profile, organization overall profile as well as profiles per categories/fields the project manager has predefined such as division, nationality, management level, merging entities, etc.).
2. Add *customized supplemental cultural dimensions* beyond the COF seventeen standard dimensions.

¹ Note: These Conditions are subject to change. Please always refer to the latest version available at www.COFassessment.com (in the top area of the webpage).

² A “COF Certified User” can also be referred to as a “COF Authorized User”.

Conditions for using/administering the COF assessment in training and coaching interventions with groups and for cultural audits

- The software program is set up so that the Certified User/Project Manager submit a request for each proposed project (exclusively by clicking on “Start a new project” at the bottom of the www.COFassessment.com home page and by completing the necessary information). The project is conditioned by the written approval from Rosinski & Company sprl.
- Fees:
 - Up to 100 participants: the license fee per participant is 10 EUR, with a minimum of 100 EUR per project;
 - From 101 to 1.000 participants: the license fee per participant is 5 EUR plus 1.000 EUR covering the first 100 participants;
 - From 1.001 participants: the license fee per participant is 2,5 EUR plus 5.500 EUR covering the first 1.000 participants.These prices do not include VAT (6%).
- The Certified User/Project Manager will receive an invoice upon approval of the project and will have access to it on his/her “COF – Project manager home page”. The Certified User/Project Manager will be able to set up the project parameters and launch the assessment (notably by communicating the project ID to the project participants). The fees are payable upon receipt of the invoice and at the time of purchase rather than when the project is completed.
- Fees include:
 - The license fee to use the COF assessment tool according to the terms and conditions of the present document
 - Setting up the project by defining sorting categories and supplemental dimensions
 - Establishing aggregate profiles online
 - Autonomously generating offline COF aggregate profiles (slideshows)
 - Online access to individual results (subject to his/her client’s agreement)
- The Certified User/Project Manager can obtain a PowerPoint version of each COF aggregate profile for 100 EUR. This is typically not necessary since COF offline aggregate profiles (in html format) are included in the general fees. The PowerPoint documents are produced by Rosinski & Company’s webmaster with the date of production mutually agreed in advance.
- Academic research projects: Rosinski & Company is keen to support academic research by offering the COF assessment and by providing guidance at no charge for select projects. Please contact us at office@philrosinski.com with your research project proposal.
- We strongly recommend that the companion book *Coaching Across Cultures* is offered to each participant. The book includes additional information not available in the individual and group COF reports. It helps to understand and interpret the COF results, enables the proper

use of the model and constitutes background information for further reflection and ongoing learning. The book is critical for seminars and coaching interventions. For large groups (e.g., organizational cultural audit), the book should at least be a recommended reading. *Coaching Across Cultures* is available in good bookstores and on Amazon (see www.GlobalCoaching.pro or CoachingAcrossCultures.com). To obtain discount prices for bulk orders, please contact us at office@philrosinski.com.

Moreover, we also recommend the book *Global Coaching* (see www.GlobalCoaching.pro) to COF Project Managers: this book includes information specifically about the COF assessment with examples of how the tool has/can be used with individuals, teams and organizations.

- The Certified User/Project Manager commits to use the COF assessment in the best interest and to the best satisfaction of his/her clients, and by emphasizing the inclusive and dynamic vision of culture depicted in *Coaching Across Cultures*.

Supervision process

- **Philippe Rosinski offers complimentary support to get Provisionally Certified Users/Project Managers started with the COF assessment**, and to give everyone a concrete sense of the tool's possibilities and how it works in practice. The help is first in the form of an audio-visual program "Features & Tutorial COF assessment project management" available at www.COFassessment.com. In this tutorial, Philippe provides guidance to set up the COF project parameters, "walking" through the online procedure. Moreover, Philippe is available if the (Provisionally) Certified User still has any question after having watched the audio-visual tutorial, and to send him/her his/her confidential password to access the "Project management" part of the "COF assessment".
- Optional additional supervision can be mutually agreed upon.
- During the second session, the (Provisional) Certified User/Project Manager will typically discuss the COF aggregate results prior to his/her workshop/intervention, tentatively interpreting these results and examining the overall facilitation process and specific questions that could be asked to and from his/her participants.
- The third session, after the workshop/intervention, is aimed at reviewing the feedback received, celebrating successes and identifying ongoing learning and developmental opportunities.

Using the COF assessment with individual participants

- The COF assessment is available at no charge for individual participants.
- Certified Users (provisional and full) are welcome to invite their coachee to complete the COF assessment and to discuss the COF report. The Certified User should stress that these results will be used solely for developmental purposes and that they will be treated strictly confidentially. Furthermore, we strongly recommend that the coachee receives (or purchases) a copy of the book *Coaching Across Cultures* (see www.CoachingAcrossCultures.com) as part of the coaching engagement. It should serve as a companion book to help in the interpretation of the COF results, in the proper use of the model and as background information for further reflection and ongoing learning.

- An additional option, only available to Certified Users/Project Managers, is to create a dummy project “Individuals”, which allows them to have direct online access to their coachees’ reports and to aggregate the COF data of their various coachees. In this case, the fees are the same as for other projects with a minimum purchase for 10 participants at the time (i.e. having up to 10 different coachees complete the assessment as “project participants”).

“The COF has had a profound impact on my coaching practice, especially the team coaching aspect. It has become a fundamental part of my coaching process especially when working with newly formed interdepartmental or company teams and when working with international clients. As a tool, it propels the speed with which teams and individuals increase self awareness to their own behaviours and thinking patterns. It encourages the participants to identify, understand and assess their own culture in the workplace and begin to leverage cultural business diversity. As such it acts as an enabler for them to become open to new ways of thinking and identify more effective behaviours for them to reach their business goals. It certainly has been well received as part of my initial session.

The process itself is fairly easy to master and thus administer and with the addition of the offline aggregate reporting, it’s easier to be fully self sufficient, although technical support was readily at hand if required. I thoroughly would recommend the usage of the COF to any executive, international and team coach. I have had the pleasure to use it successfully with a range of leadership teams throughout Europe from Moscow through to the UK.” Adrian Green, Managing Partner, PressurePoint GB