

## INTRODUCTION

### **New Coach Orientation**

*Intro to curriculum, what is coaching, coaching benefits, ICF core competencies, qualities of a strong coach, business of coaching, hiring a mentor coach, who/what/how model*

By fully participating in the material offered in this module, you will begin to understand the profession of coaching and evolve your own personal definition. You will gain an understanding of the coaching core competencies identified by the International Coach Federation and the steps involved in developing your coachees and providing continued structure for their growth. You will gain knowledge of the Coaching Ethics for Internal and External Coaches and learn how to apply these ethical principles in various coaching scenarios.

### **Guiding Principles**

*Expanded to include corporate language, still focused on 9 consistencies in human behavior*

By fully participating in the material offered in this module, you will gain an understanding of the Guiding Principles of Human Interaction. These represent the fundamental theories and principles about people in interaction, which coaches generally accept as true. You will recognize the existence of these principles in yourself and others whether in a personal or organizational setting.

### **Context for Coaching**

*Ethics, coaching agreement, coaching vs. other professions distinctions, case studies*

By participating in this module you will learn how to effectively craft a coaching relationship to connect strongly with your coachee. You will be able to clearly distinguish between coaching and other professions and become familiar with the coaching framework and several coaching models.

## SKILLS

### **Listening**

*Listening as a coaching skill, contains Listening Chart as resource, using silence*

By participating in this module, you will increase your understanding of the common elements of listening effectively to your coachees. You will be able use the various listening skills to know what to listen for, avoid listening pitfalls and use the skill that is most appropriate at any place in a coaching conversation. By participating in this module, you will be able to move freely and easily between the different types and focuses of listening. You will also learn to listen for clues that indicate where a person is on his/her path of development, whether the issues presented are best referred to another type of professional.

## **Language**

*Powerful coaching language, clean language, metaphors, distinctions*

By participating in this module you will be able to identify your and your coachee's preferred language and learn to continually choose the language that, in the moment, best conveys meaning, inspires, challenges or clarifies. You will become aware of how your coachees use language to explain, defend, inform, describe and ask for what they want, need and value. In the process of learning about language and its forms and uses, you will expand your everyday skill to express yourself and be able to help others to do the same.

## **Questioning**

*Construct of a question, types of questions, delivery elements*

Powerful questioning is at the core of effective coaching. By participating in this module, you will learn to craft and deliver great coaching questions. You will learn how the type, timing and impact of a coach's questioning differs from that of the typical way questions show up in most conversations, and how you can direct the flow of the coaching interaction for optimal benefit for the coachee.

## **Strategising**

*Strategy model, adaptable to any coaching conversation, strategies within strategies*

Strategising is a comprehensive coaching practice. By participating in this module you will learn the tools to help your coachees develop effective strategies to accomplish their goals. This module will give you an understanding of the framework of strategising, as well as practical tools and information about the discernment and attitude involved in being an effective strategist.

## **Messaging**

*Advising, challenging, truth telling, huge requests*

By participating in this module you will learn what to say and how to say it, so that your use of messaging is effective and valuable to the coachee. Messaging is a powerful coaching tool that opens the possibility for a shift to occur. You will become familiar with the mechanics of messaging, including the two main methods used at various times with a coaching interaction, as well as the limitations and pitfalls.

## **Acknowledging**

*Empowering, disempowerment, endorsing, celebrating*

By participating in this module you will learn how to effectively use the enabling tools of acknowledgement to help your coachees achieve their vision. You will understand the framework of acknowledging, including the methods and stages, and even the perils. You will be given practical tools and information about skills, discernment of, and attitudes regarding acknowledging, and you will know the pitfalls and promoters of effective acknowledging.

### **Core Skills Practice Lab**

*Each participant has 20 minutes to coach, be coached and write a case study on an observed coaching session. Coach-the-coach occurs by faculty; feedback focuses on the development of the core coaching skills*

## **APPLICATION**

### **Situational Coaching**

*Client types; now includes Intellectuals, Leaders, Work Teams and Parents*

By participating in this module you will gain a basic understanding of common personal or professional conditions experienced by a coachee. While coaching cannot be done based on a single formula or recipe, it is possible for a coach to use some of what is understood about various types of coachees to create a framework from which to develop a coaching plan.

### **Establishing Yourself as a Coach**

*Lecture-based course delivering information setting up a workspace for coaching, marketing activities, coaching services package (welcome packages) coaching myths*

This module is a program designed to prepare you, as a new coach, for your first three to 18 months toward becoming or establishing yourself as a coach. This guide should be used as a reference manual to support your ongoing learning. Coaching has become such an essential part of personal and organisational performance that coaching practices are now found inside organisations as well as in multi-coach coaching groups, and individual coaching businesses. New Coach Basics is intended to apply to coaches in any one of these three situations, though some of the information may be more relevant to one type of coaching practice than another. This module will lead you step-by-step through the items essential to establishing yourself as a coach, introduce you to the new coachee process, and teach you the hallmarks of achieving on-going coaching success.

### **Application Practice Lab**

*Same as Core Skills Practicum*

### **Application Project Lab**

*Objective is to complete coaching services package (welcome package) and worksheets: must submit project to faculty to receive credit for the course;*

## **FOUNDATIONS**

### **Personal Foundation - Level One**

*Tolerations, Complete the Past, 10 Daily Habits, Simplify your Life*

Program totals 77 hours