

ICF CERTIFIED PROFESSIONAL COACH COURSE – SYLLABUS

Course Description: Course integrates the philosophy, practical application and professional aspects of coaching. This integration gives the student a strong theoretical base as well as the experience in the practical application of coaching techniques from which to professionally work with people using coaching and education.

Format: Course consists of a total of 125 hours (ICF) of training taught in a variety of formats including in-class two day seminars, tele-classes, Zoom classes, mentor coaching, peer coaching, and supervised application based on telephone coaching sessions. The 125 hours are divided amongst a two-day in-class requisite course, *The Foundations for Coach Leadership*, that awards 20 hours, another two-day course, *Emotional Intelligence & Appreciative Inquiry*, and the 6-module *Core Coaching Course* which awards the remaining 85 hours. The educational segments will be on Google classroom which include articles and videos that complement the participant's learning.

Grades: All classes in this course are pass / no pass. Passing grades are earned through completion of all required course work including readings, exercises, one book report, one book review, two quizzes and a final exam. All required course work must be completed prior to earning certification.

TEXTBOOK AND MATERIALS:

1. **Foundations for Coach Leadership Course** (requisite two day in-class format):
 - a. Upon registration, pre-course work sent via email
 - b. Foundations for Coaching workbook received 1st day of class
 - c. Certificate of Completion presented at the end of the 2 day course
2. **The Coaching Core** (6-module curriculum in various formats):
 - a. Pre-core work sent via email prior to Module 1
 - b. Text: *The Solutions Focus*. 1st ed., W.S. Book well, 2003
 - c. Text: *Falling Awake*. 2nd ed., Breakthrough Enterprises, Inc., 2002
 - d. Text: *What Every Successful Person Knows!* Advantage Media, 2008
 - e. Professional Coaching Binder received first day of class
 - f. Credit reading: *Solutions Focus*, NLP, Positive Psychology- Book

ASSIGNMENTS:

Requisite Courses:

Foundations for Coach Leadership Course (requisite; 2 day in-class format--20 hours):

- a. Attend all in-classroom hours
- b. Complete all reading/written fieldwork (article questions, journaling, reflection)

Emotional Intelligence & Appreciative Inquiry (requisite; 2 day in-class format--20 hours):

- c. Attend all in-classroom hours
- d. Complete all reading/written fieldwork (article questions, journaling, reflection)

CORE Coaching Modules

1. **Module One:** The Philosophy in Coaching (2 day in-class format--20 hours)
 - a. Prior to class:
 - Complete pre-core packet, "The Self-Examined Individual" sent via email, and bring to class first day
 - Read Success Strategies #1,4,5,9 in the *Falling Awake* text and complete the exercises (included in your pre-core work)
 - b. After class starts:
 - Attend all in-classroom hours and complete all fieldwork assignments
 - Choose a book for book report (list provided or choose your own) related to Positive Psychology, NLP, *Solutions Focus* and its application. Prepare a written book report and a 5 minute presentation prior to start of Module 6 (Book report format handout provided)
 - Complete and pass the 20 question Quiz (1) covering the material from the reading, *Foundations for Coach Leadership* and Module One

2. **Module Two:** The Application of Coaching (Tele-class, 12 hours)
 - a. Attend all Tele-class hours and complete all Tele-class fieldwork assignments.
 - b. Complete Quiz 2, 25 questions, on Module Two: The Application of Coaching information (emailed to you)
 - c. Read Success Strategies # 2, 6, 7, 8 in the Falling Awake textbook and complete some of the exercises
 - d. Four Tele-classes: (via conference bridge line)
 - Application of Coaching Communication
 - Application of Community Development and Communication Methodology
 - Application of the Speech Acts, Solutions Language, Positive Psychology, and NLP
 - Application (observation) of Live Coaching Call
 - e. Two Zoom Classes
 - Strength Finders
 - ICF Competencies
3. **Module Three:** Mentor Coaching (1 intake and 4 coaching sessions -10 hours)
 - a. You will be a coaching client; there will be one intake and four coaching sessions. You will be assigned a mentor coach and given their contact information. You will personally schedule your appointments.
 - b. Contact your assigned coach during the fourth week of Module Two to schedule a time to complete an intake session and enter into the coaching partnership.
 - c. Paperwork - Method 1 - 5 pages of Module Three must be completed and emailed to your Mentor Coach prior to the Intake session.
 - d. At completion of this partnership, complete and submit the Mentor Coach Review, emailed to you.
4. **Module Four:** Peer Coaching (11 hours)
 - a. Complete 1 Intake and 4 coaching sessions with your assigned peer /student coach (AS CLIENT)
 - Again, use Intake forms, Methods 1 - 5
 - Set all appointment times with peer/student coach at Intake or prior
 - Use summary - Coaching Call Check-in forms
 - b. Use tracking sheets, found in your Coaching Manual
 - c. Complete 1 Intake and 4 coaching sessions with your assigned peer /student coach (AS COACH)
 - Again, use Intake forms, Methods 1 - 5
 - Set all appointment times with peer/student coach at Intake or prior
 - Use summary - Coaching Call Check-in forms
 - d. Complete prior to the beginning of Module Five:
 - Turn in Module Four: summary forms (2 sets), tracking sheets (2).
 - Complete and return the Peer Coaching Review form which will be emailed to you
 - e. Write and submit your autobiography and obituary. Due in Module 4
 - f. Zoom Class: DISC & CVI
5. **Module Five:** Practicum—Supervised Coaching (12 hours)
 - a. Complete 1 in-take and 4 coaching sessions with 2 clients, have one session with each client supervised.
 - Schedule and complete a supervised coaching call for each client (2 total)
 - Turn in release authorization forms signed by clients (prior to supervised coaching call)
 - Use summary forms for notes and submit
 - Use Coaching Call Check-In sheets in practicum
 - b. Complete prior to Module 6 start:
 - Read Success Strategies 3, 10, 11, 12 in your Falling Awake text, submit F.A. review sheet.
 - Complete the Solutions Focus reading; complete and submit the Solutions Focus book review, diagram and client case study.
 - Turn in Module 5: summary forms (2 sets), tracking sheets (2), and authorization forms (2) Be complete with all course work to this point.
6. **Module Six:** The Integration of Coaching (2 days—20 hours)
 - a. Attend all classroom hours, bring your pre-class assignments, and complete all in-class assignments
 - b. Present your book report in a 5-minute presentation, turn in one copy.
 - c. Complete and pass the final examination
 - d. Be a recipient "ICF Certified Professional Coach."