

**COACHING** **4**  
*Today's Leaders*

# **Professional Coach Training**

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## **Course Catalog**

# Welcome!

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## Welcome from Dr. J. Val Hastings, MCC, Founder & President

Thank you for enrolling in this intensive, hands-on, International Coach Federation accredited training. My vision is that every leader becomes a coach. By enrolling in our coach training program, you are helping this vision become a reality. My promise to you is that we will provide you with the best possible coaching training and resources so that you can become a masterful coach.

This course catalog will provide you with descriptions of the classes that are offered in our Professional Coach Training program. For a current listing of when these courses are offered, please visit our website at [www.coaching4Todaysleaders.com](http://www.coaching4Todaysleaders.com).

On behalf of everyone at Coaching4TodaysLeaders, we look forward to our time with you.

Dr. J. Val Hastings, MCC

## Professional Coach Training

**101: An Overview of the Core Coaching Competencies (16 hours)**– provides an overview of the core coaching competencies. A strong understanding of these competencies is one of the most important first steps that you can take as a new coach.

**102: Deep Listening (4 hours)** – All of coaching begins with deep listening. Masterful coaches listen on multiple levels. This class is designed to develop and expand the new coach’s listening skills through practical demonstrations and exercises.

**103: The Coaching Leader (4 hours)** -This class is designed to help leaders understand that they can effectively utilize coaching skills to impact their professional and personal settings in a powerful and positive way. Leaders will walk away from this class with practical steps of how to implement coaching in their daily lives and improve their leadership effectiveness.

**104: Practice Lab – Level One (12 hours)** - This class is an opportunity for students to receive feedback on their coaching, as well as offer feedback to other students when they coach. In addition to student feedback, faculty will also be offering constructive feedback throughout this lab.

**105: Coaching Intact Teams and Groups (8 hours)** – This course is a solid introduction to coaching intact teams and groups. The Core Coaching Competencies are thoroughly reviewed and discussed in the class, as well as best practices when coaching teams and groups.

**106: How to Get Started as a Coach (4 hours)** – This class will help students identify those items needed when starting to coach.(I.E.. Welcome Kit, Coaching Agreement, etc.), provide a thorough review of the Professional Standards and ICF Code of Ethics, and discuss next steps toward developing a coaching practice.

**107: Common Coaching Scenarios (4 hours)** – provides a basic understanding of nine common coaching situations experienced as a coach in a variety of settings. While coaching of each person or group is unique, there are common themes and approaches that provide the coach with a framework from which to craft a coach approach to leadership. The common coaching scenarios we will address include: 1) Coaching a husband and wife, 2) Coaching for healthy living, 3) Coaching the CEO or Executive, 4) Coaching promotions, 5) Coaching transitions, 6) Coaching behaviors that sabotage. 7) Coaching the non-profit leader, and 8) Coaching for leadership development.

**108: Creating New Awareness (4 Hours)** - The goal of this course is to understand that we all have limiting beliefs and false assumptions. In this class you will explore your own limiting beliefs and assumptions, as well as learn practical helps and hands-on experience on how a coach can create a new awareness in the coachee.

**109: Developing a Strong Personal Foundation (8 hours)** - The objective of this course is two-fold: 1) To assist the coach in the development of his/her own solid personal foundation, and 2) To provide the coach with practical discussion, techniques and insights for developing a solid personal foundation in those whom they coach.

**201: The Coaching Agreement and Relationship (4 hours)** – This class will instruct new coaches on how to set up a coaching agreement, identify the three components of a coaching agreement, discuss with students how to set up a coaching agreement as an external coach versus an internal coach, discuss with students how to develop a coaching relationship that will maximize the coaching conversation, and explore: coaching presence, dancing in the moment, and best practices-how to improve the way that you relate to others.

**202: Establishing Yourself as a Coach (4 hours)** – This course is designed to provide students with valuable resources on the topic of establishing themselves as a coach. This course will cover those items needed when starting to coach (I.E. Welcome Kit, Coaching Agreement, etc.), as well as provide a wealth of practical and proven materials and exercises to launch yourself as a coach. Interviews with seasoned coaches are also included.

**203: Action and Accountability (4 hours)** -- - This course is designed to hone students' use of the core coaching competency of Action and Accountability. A thorough review of the competency will occur. This competency will also be modeled, and there will be ample opportunity during the course for students to practice this skill.

**204: Transformational Questions (8 hours)** – Powerful questioning is a coach's most important skill for provoking creative thinking and meaningful responses from the coaching client. This class provides insight on how to create powerfully engaging questions that move people forward.

**205: Developing Your Coaching Edge (4 hours)** – This course is designed to develop expertise using the core coaching competency of Direct Communication. The primary focus of this course will be the demonstration of Direct Communication by the faculty, guest coaches and the students. There will be ample opportunity during the course for students to practice this skill.

**206: Coaching Through Major Change (4 hours)** - The purpose of this course is to support coaches in understanding their personal change leadership style and the impact on their coaching style. Coaches will be introduced to a change model that can be used as a foundation for coaching clients through change.

**207: Coaching Models, Frameworks and Approaches – (8 hours)** – This course is designed to offer students a variety of coaching models, frameworks and approaches when coaching. The core coaching competencies will be woven throughout each

approach. A significant amount of time will be devoted to coaching demonstrations and feedback.

**208: Practice Lab – Level Two (12 hours)** - Practice Lab-Level Two is an opportunity for students to receive feedback on their coaching, as well as offer feedback to other students when they coach. In addition to student feedback, faculty will also be offering constructive feedback throughout this lab.

**209: Advanced Group Coaching Practice Lab (8 hours)** - Group Coaching Practice Lab is an opportunity for students to experience group coaching firsthand, as well as practice being the group coach. This course is highly experiential. All participants are required to be the group coach, as well as a group participant when others are coaching.

**210: Conflict and Coaching (4 hours)** - Coaches frequently find themselves coaching individuals and groups around the topic of conflict. Many coaches feel inadequately prepared for conflict-coaching. This course will provide participants with an opportunity to increase their understanding of conflict, as well as identify their own personal style of addressing conflict. Practical and proven techniques to further develop conflict competency as a coach will also be explored. While this course will offer participants valuable resource material, the real value of this course comes from the candid discussion and sharing of the group around real conflict situations. Those participating in this course are asked to identify, in advance of class, conflict situations in their personal and professional life. Actual coaching on conflict will occur in this course. Because of the deeply personal nature of this topic, strict confidentiality is required.

**211: Coaching Mastery - (4 hours)** -This course is intended to provide students with a unique opportunity to experience coaching mastery. This course includes: 1) Observation of a LIVE coaching session by a seasoned coach; 2) Candid discussion on coaching mastery. Topics include defining coaching mastery, discussing the Core Competencies at the Master Certified Coach Level, various approaches to coaching mastery, and challenges and pitfalls when striving for coaching mastery; 3) Each participant will develop their own “next steps” plan to further hone their coaching skills; and 4) Time will also be provided for students to ask those questions that they have always wanted to ask a Master Coach.

**301: Group Mentor-Coaching (8 hours)** – This course is the first of a two-part class designed to meet the Mentor-Coaching requirement. The second class is: 302: Individual Mentor-Coaching. Group Mentor-Coaching provides new coaches with in-the-moment feedback on their coaching. The feedback is based on the 11 Core Coaching Competencies. Each participant is required to coach, be coached and be an active observer offering feedback when others coach.

**302: Individual Mentor-Coaching (3 hours)** – This course is the second of a two-part class designed to meet the Mentor-Coaching requirement. The first class is: 301:

Group Mentor-Coaching. Individual Mentor-Coaching provides new coaches with one-on-one learning with a seasoned, approved mentor-coach, as well as in-the-moment feedback on their coaching. The feedback is based on the 11 Core Coaching Competencies. Each participant is required to provide their mentor-coach with either LIVE or recorded sessions of their coaching.