

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

# Professional Coach Training

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## Student Guide

# Welcome!

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

Thank you for enrolling in this intensive, hands-on, ICF 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 student guide is designed to provide you with valuable information as you begin our Professional Coach Training program. I encourage you to refer to this guide throughout your time as a Coaching4Today'sLeaders student.

On behalf of everyone at Coaching4Today'sLeaders, we look forward to our time with you.

Dr. J. Val Hastings, MCC

## General Policies for All Coaching4Today'sLeaders Programs

- **Attendance:** Your participation is vital to the success of all Coaching4Today'sLeaders events, programs, activities, etc. We sincerely hope you will make every effort to keep your commitment once you have registered. However, we understand emergencies happen.
  - **On-Site Training**
    - Attendance is required for a minimum of 80% of the event.
  - **Online Classes**
    - During an online intensive, you are permitted to miss 12 hours of class time per module (The equivalent of three classes.), and still receive credit for the entire module.
- **Confidentiality:** This is a requirement of all coaches.. We expect a high level of confidentiality from you. As a friendly reminder this includes, and is not limited to:
  - Do not breach confidentiality
  - Reasonable actions to protect your course materials, notes, etc.
  - Reasonable actions to protect your account information including your user name and password
  - No audio or video recording of any Coaching4Today'sLeaders events, including on-site classes, webinars, trainings, etc.
  - Do not share personal information that is revealed during class sessions
- **Copyright:** All rights reserved for all materials produced by Coaching4Today'sLeaders. Please respect us by not giving, selling or transferring any of our material.
- **Email:** Please show your respect for the Coaching4Today'sLeaders community, including faculty, trainers, students, and graduates, as well as the administrative support team, by NOT sending unsolicited emails or promotional emails.
- **Refunds (On-Site Training, Online Training, and Group Mentor Coaching) :**
  - **Refund Policies for Professional Coach Training programs:**
    - 61+ days before the start of the training - a full refund (minus textbook costs and credit card processing fees) will be offered.
    - 31-60 days - a 50% refund will be offered (minus textbook costs and credit card processing fees).
    - 30 days or less - no refund will be offered.
- **Cancellation Policy (Online Classes):**
  - Students who have been enrolled in an online class may reschedule without penalty by sending written notification via email at least 14 days before the scheduled class date to the office manager: [wendy@coaching4todayleaders.com](mailto:wendy@coaching4todayleaders.com)
    - Individuals who cancel a class less than 14 days before the class start date will be charged a nominal \$25.00 USD administration and processing fee and must reschedule for another class within their program based on availability.

- Coaching4Today'sLeaders reserves the right to reschedule or cancel any scheduled training/ class or replace personnel due to low enrollment or circumstances beyond our control. If a class is rescheduled or cancelled, participants will be given notice by Coaching4Today'sLeaders at least five business days before the start of class. Students may then enroll in the next available offering of the course or choose another course.
- **Cancellation Policy (Individual Mentor Coaching):**
  - 24 hour notice is required when canceling an Individual Mentor Coaching session. Those who do not give 24 hours notice will be charged the full amount for the session.

***Any disregard for the policies outlined above is grounds for dismissal.***

## **Our Environment for Learning**

We strive for a learning environment where everyone can be successful. Let's respect the learning styles of those around us. Discussions, questions, and comments relevant to the topic at the time are welcomed and a vital part of the learning process. Your participation is essential to your overall experience.

## **What to Expect: On-Site Training**

Ready...Set...Let's go! Get ready to practice coaching. Get set to participate. Let's go to your interactive training!

- Be prepared with coaching topics to be coached on during the event so that you can practice your coaching skills.
- Recommended dress code is Casual Friday attire; jeans and comfortable shoes are acceptable. Facility temperatures vary so consider bringing clothing you can layer to compensate for cool or warm temperatures.
- Electronics:
  - Laptops are permitted provided you are using it for training purposes, such as taking notes. Please do not use your laptop for tasks not related to training, such as checking email. It diverts you from your purpose and distracts others.
  - We acknowledge the modern day need for mobile devices, i.e. smartphones. Please be considerate to everyone and put devices in a silent mode. As we have asked you to refrain from checking email on your laptop, we kindly request you refrain from texting during your training. Should an emergency require your attention, please leave the room and attend to the issue before returning to your session.
  - Facilities vary. Therefore, we cannot guarantee internet access.

- Since facilities differ from location to location, we cannot estimate the number of electrical outlets. You may want to bring a power strip.
- **Emergencies:**
  - After registering and before training begins, if you are unable to attend please contact the Coaching4Today'sLeaders office manager at [wendy@coaching4todayleaders.com](mailto:wendy@coaching4todayleaders.com).
  - During a training event, if an emergency should happen to arise, please contact the faculty member leading the event as soon as possible or email the office manager at [wendy@coaching4todayleaders.com](mailto:wendy@coaching4todayleaders.com).
- Meals are not provided unless your host or faculty member has communicated different arrangements.
- Please bring several copies of "Practice Lab Coaching Evaluation Form". To download and print the form, please sign into the Student Resource section in the Learning Portal.

## What to Expect: Online Classes

Ready...Set...Let's go! Get ready to practice coaching. Get set to participate. Let's go to your interactive training!

- Before registering for an online class we recommend you compare the class days and times with your calendar. If a class is going to conflict with other obligations, please choose a different class.
- Approximately two weeks prior to a class, you will receive a welcome message from your instructor. The message may include:
  - Class expectations
  - Outline of course materials
  - Pre-class preparation
- **Online Class Log-In Information**
  - Your log-in information is found in the Learning Portal on the Welcome Page for each class.
- **Advice for your online class**
  - Eliminate or at least reduce distractions as much as possible. We need your undivided attention. Find a quiet location, do not multi-task, and focus on the class.
  - If you are using your computer for audio, you will need a headset. If using your phone, please use a phone with a good connection. Static and dropped calls are a disruption for everyone.
  - Please sign into the class 5 to 10 minutes before the scheduled class start time.
  - Put your microphone on mute when you are not talking. You would not believe how sensitive phone microphones are! They can pick up noises you generally tune out. Think no one will hear your chair squeak when you shift in your seat? Think no one

will know you are filing papers? Guess again! We have heard it all...toilets flush, dishwashers being loaded, babies crying, dogs barking, etc.

- When it is your turn to speak, remember to unmute your microphone! Then begin with your name and proceed with your conversation. When you are finished speaking, mute your microphone.
- Requirements to fulfill for credit for the class:
  - Sign into the class 5 to 10 minutes before the class begins. Check in with your instructor. If you sign into the class more than five minutes after the session starts you may be marked absent.
  - Please remain in the class for the full duration of the session. We acknowledge schedules are tight and your instructor will do their very best to keep all sessions to one hour in length.
  - Be prepared to share your take-away for the class at the end of the session. Your instructor will ask each student and everyone must be present and respond.
  - Fulfill attendance requirements for the class. If you are unable to attend a session, please let your instructor know as soon as possible.
- Please complete and submit a class evaluation. Your feedback and suggestions are very valuable to us!

## Resources

- **The faculty:** They are happy to help you and can be a wealth of information.
- **Mentor Coaching:** You are required to work with a Mentor Coach for a minimum of 10 hours. There is an additional fee for this service. A directory of mentor coaches is available on the website. (<http://coaching4today'sleaders.com/mentor-coaching/>) When you sign-up you will be able to select your mentor coach or group.
- **The Professional Coach Training** textbook. The Resource section at the back of this textbook contains additional materials.
- **The Coaching4Today'sLeaders Learning Portal.** The Student Resource area contains many valuable resources.

## Requirements for Graduation

\*Students must satisfy the following requirements in order to be eligible to apply for their ACC and/or PCC Credential from the International Coach Federation (<http://www.coachfederation.org/>)

**Requirements to graduate from either the 100-level or 200-level program and to be eligible to apply for the ACC Coaching Credential:**

1. Complete all 100-level classes or 200-level classes of the Professional Coach Training Program.
2. Complete at least 10 hours of mentor coaching with a Coaching4Today'sLeaders-Approved mentor coach. Mentor coaching must occur over a minimum of 3 months. This can be done in one of two ways:
  - **Individual Mentor Coaching:** includes two 45-minute individual sessions per month for 7 months
  - **Group Mentor Coaching:** includes 8-hours of group sessions and 4 individual sessions.
3. Read and agree to uphold the ICF Code of Ethics.
4. Have paid in full all tuition fees.
5. Complete the application for graduation and pay the \$350 exam fee.
6. Submit the Coaching4Today'sLeaders Coaching Performance Evaluation Report from your mentor-coach, which provides a rating scale and written feedback. Your coaching must attain a rating of at least 2. (A letter of recommendation from your mentor-coach does not meet this requirement.)
7. Pass the Graduation Exam which consists of submitting a recording, along with a written transcript, of your coaching for review.

**Requirements to graduate from Coaching4Today'sLeaders' complete program and to be eligible to apply for the PCC Coaching Credential:**

1. Complete all 100- and 200-level classes of the Professional Coach Training Program.
2. Complete at least 10 hours of mentor coaching with a Coaching4Today's Leaders-Approved mentor coach. Mentor coaching must occur over a minimum of 3 months. This can be done in one of two ways:

- **Individual Mentor Coaching:** includes two 45-minute individual sessions per month for 7 months
  - **Group Mentor Coaching:** includes 8-hours of group sessions and 4 individual sessions.
3. Read and agree to uphold the ICF Code of Ethics.
  4. Have paid in full all tuition fees.
  5. Complete the application for graduation and pay the \$350 exam fee.
  6. Submit the Coaching4Today'sLeaders Coaching Performance Evaluation Report from your mentor-coach, which provides a rating scale and written feedback. Your coaching must attain a rating of at least 5. (A letter of recommendation from your mentor-coach does not meet this requirement.)
  7. Pass the Graduation Exam which consists of submitting a recording of your coaching, along with a written transcript, for review.

To receive the graduation application, contact the Office Manager at

[wendy@coaching4todaysleaders.com](mailto:wendy@coaching4todaysleaders.com).



## Contacts

*Wendy Hastings, Office Manager*

Email: [wendy@coaching4todayleaders.com](mailto:wendy@coaching4todayleaders.com)

Phone: 877-381-2672, ext. 1

*Dr. J. Val Hastings, MCC, Founder & President*

Email: [val@coaching4todayleaders.com](mailto:val@coaching4todayleaders.com)

Phone: 877-381-2672, ext. 2