

COACHING **4**
Today's Leaders

Professional Coach Training

Course Catalog

Welcome!



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.coaching4today'sleaders.com.

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

Dr. J. Val Hastings, MCC

Asynchronous Coaching Foundations Course:

An Overview of the Core Coaching Competencies (8 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.

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.

Powerful Questions (4 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.

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 on how a coach can create a new awareness in the coachee.

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 in the recorded coaching demonstrations.

Spring Semester:

Coaching Intact Teams and Groups (4 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.

Direct Communication (4 hours) – This course is designed to develop expertise using the core coaching competency of Direct Communication. The competency will be modeled, and there will be ample opportunity during the course for students to practice this skill.

Getting 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.

Internal Coaching (8 hours) - Internal Coaching is rapidly growing in the global community. This class will highlight the unique elements of internal coaching, as well as what differentiates it from external coaching. It will also provide coaches with the unique skills necessary to be an effective internal coach. Best practices, examples, expert insights, and common missteps and misunderstandings will be shared.

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 provides a wealth of practical and proven materials and exercises.

Practice Lab (4 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.

Summer Semester:

Developing a Strong Personal Foundation (4 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.

The Leader as Internal Coach (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.

The Supervisor as Coach (4 hours) – This course will explore common issues and ways to apply coaching in areas where there is a specific desired outcome. The outcome may involve constraints such as a time line, budgetary requirements, change in actions, etc. This elective will include the following: 1) Exploring key components of effective goals; 2) Addressing the apparent conflict of one person being both supervisor and coach; 3) Implementing all the Core Coaching Competencies; 4) Developing powerful questions for content rich coaching; 5) Addressing challenges of the coaching relationship and

coaching agreement, as both supervisor and coach; and 6) Building techniques to fortify Action and Accountability. Join us as we discover how you, as supervisor and coach, can use the empowering tools of coaching to help unlock challenges and produce results. Expectations for this class are as follows: The class will include examples, case studies and live coaching.

Coaching for Focus and ADHD Challenges (4 hours) – This course will explore common issues of overload and distraction that frequently challenge many in leadership, business, and life. We will develop ways to apply coaching to reduce stress and energy zappers and greatly enhance effectiveness, building more success. This elective will begin by learning to recognize common challenges and strengths. The coaching blocks of Powerful Questions and Action and Accountability will be major tools used to personalize ways to remove distractions and provide focus for priorities leading to greater success. Topics covered will include: time management, project management, setting priorities, physical organization, helpful tools for you and your coachees, and accountability that encourages, including using email and other methods. Join us as we discover and explore keys to help unlock these challenges to unleash potential and results.

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.

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.

Practice Lab (4 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.

Fall Semester:

Coaching Models, Frameworks and Approaches (4 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.

Group Coaching Practice Lab (12 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.

Coaching for Resiliency (4 hours) – In this course, we will learn what resiliency is, how it differs from perfectionism, and practices of developing critical awareness, self-compassion, and authenticity as components of resiliency. Those who participate will be given the opportunity to examine their own beliefs that may be limiting their ability to practice bouncing back.

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.

Practice Lab (4 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.

Winter Semester:

Conflict 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 person 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.

Artful Language (4 hours) – Many of us grew up with the saying, “Sticks and stone may break my bones, but words can never hurt me.” Nothing could be further from the truth! This course is designed to develop and hone the student’s use of language as an art.

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.

An Introduction to Human Functioning (4 hours) – As coaches, we believe that each human being is unique and distinct. Our role as the coach is not to fix our clients, but rather to further develop their unique qualities and strengths. This course will provide an overall understanding of the human being and how they function. In addition, this course will provide the coach with skills and knowledge that will enable them to bring out the best in their clients.

Making Referrals in Coaching (4 hours) – During this class, coaches will learn about a wide variety of referral resources, how to assess when a referral would best serve a client, and how to make a referral and preserve the trust, intimacy and partnership with the client in the process. Coaching and psychotherapy are defined, and indicators that psychotherapy could be beneficial are presented. Confidentiality, obtaining consents, and the ethical responsibilities of coaches when making referrals are explored in depth. Live coaching practice is included based on a variety of vignettes.

Creating a Coaching Culture (4 hours) – In this course, you will learn how to create a coaching culture which will transform corporation or organization. In addition to developing your own coaching competency, you will learn the four keys to successfully creating and sustaining a coaching culture. You will also discover the multiple ways in which coaching skills can enhance your toolkit.

Practice Lab (4 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.