

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

Requirements for Graduation/Applying for Your Coaching Credential:

To complete our Level 1 Training and qualify for the ACC coaching credential participants need to complete the following:

- **Step One:** Asynchronous Coaching Foundations Course. *It is recommended that you complete the Asynchronous Coaching Foundations Course either prior to or at the same time as your semester classes, as it covers important fundamental coaching skills.*
- **Step Two:** Any two semesters of online classes
- **Step Three:** Individual or group mentor-coaching

To complete our Level 2 Training and qualify for the PCC coaching credential participants need to complete the following:

- **Step One:** Asynchronous Coaching Foundations Course. *It is recommended that you complete the Asynchronous Coaching Foundations Course either prior to or at the same time as your semester classes, as it covers important fundamental coaching skills.*
- **Step Two:** Any four semesters of online classes
- **Step Three:** Individual or group mentor-coaching

For more information about this process, please read the Student Guide and page titled, “How to Become a Credentialed Coach” located under the Student Resources tab on the Coaching4Today’sLeaders website.

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 (4 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 (8 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.

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 (8 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 (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.

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 (8 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 relationships between partners, 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 Systemic Coaching (4 hours) – In addition to coaching individuals, teams and groups, coaches are also asked to coach systems. Systemic coaching, or coaching the DNA of an organization, is a valuable contribution that coaches can make to an organization. More and more coaches are being asked by organizations to help us change our culture. During this introductory course, we will cover key components of systemic coaching, including: Assessing the system, Helping the system self-assess, Roles and voices in systems, Coaching roles and voices.

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 (8 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.

Mentor Coaching:

Mentor Coaching (10 hours) – Mentor coaching is a requirement for a coaching credential by the International Coaching Federation. Mentor coaching is an opportunity to receive informed feedback on your coaching, especially regarding the Core Coaching Competencies. Our students have the option of group mentor coaching (a combination of group and individual mentor coaching) or individual mentor coaching.

Additional Courses:

(Offered on a limited, as needed basis)

Coaching Presence-Mastering the Coaching Relationship (4 hours) – Participants in this course will learn how to embody a coaching mindset and maintain presence during the coaching process. Embodying a coaching mindset will be explored in depth, preparing participants to acknowledge that clients are responsible for their choices, develop a reflective practice, and use self-awareness to enhance the coaching process and benefit clients. Maintaining presence will be explored in depth, preparing participants to remain

focused, observant, empathetic, and responsive to clients in the moment, demonstrating curiosity, and remaining present with the client, working in a space of not knowing comfortably, and creating or allowing space for silence, pause, or reflection during the coaching process.

Dialogue Skills-Coaching for Shared Understanding (4 hours) – Participants in this course will learn how to master the seven dialogue practices: Suspension, Presence, Listening to Understand, Respect, Inquiry, Advocacy, and Reflection. These practices are not linear, they are interdependent. Each one is interwoven with the others. Percipients will learn to apply the seven dialogue practices in coaching conversations to enhance communication, surface hidden assumptions, broaden perspectives, deepen understanding, and foster shared meaning.

Emotional Intelligence-Coaching for Awareness and Growth (4 hours) – Participants in this course will learn how to manage their emotions and remain present with clients. They will learn how to demonstrate confidence in work with clients who exhibit strong emotions during the coaching conversation. This course will introduce participants to the tools they need to remain present with clients in a space of not knowing and to create or allow space for silence, pauses, or reflection during coaching conversation.

Building Resilience for Coaches & Clients (32 hours) – During the 8-week program you will: Learn how to embody a coaching mindset through ongoing learning, reflective practice, and using awareness of self and one’s intuition to benefit clients (Embodies a Coaching Mindset), Explore models for resilience that can be helpful when coaching clients (Evokes Awareness), Review the models of resilience and how to apply them to coaching scenarios (Facilitates Client Growth), Apply the Resiliency tools in coaching scenarios (Cultivates Trust and Safety).

Diversity, Equity & Inclusion: Coaching Certification Program (40 hours) – Participants in this course will learn how to integrate diversity, equity, and inclusion best practices into their coaching conversations. The course will ground coaches in understanding conscious and unconscious biases and their impact. Participants will learn Dialogue skills, Emotional Intelligence skills, and the Inclusive Leader model which includes 5 disciplines, 13 competencies and 11 traits. Inclusive leaders interact with diversity in their surroundings, building interpersonal trust, taking the views of others into account, and agilely adapting. These abilities increase their effectiveness and the impact they have on individuals, teams,

clients, customers, and communities—and therefore on the whole organization. Participants who successfully complete this course will have the ability to consider the client's context, identity, environment, experiences, values, and beliefs to enhance the client's understanding of what they are experiencing and communicating. Each course module includes coaching skills practice and feedback.