

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 One Training and qualify for the ACC coaching credential participants must complete the following:

- 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.*
- 15 weeks of live online classes
- Three individual mentor-coaching sessions
- Level One Graduation Class (If proceeding directly to Level Two to pursue the PCC Credential, this class is not required.)

To complete our Level Two Training and qualify for the PCC coaching credential participants must complete the following (after completion of Level One):

- Asynchronous Coaching Applications Course.
- 15 weeks of live online classes
- Two individual mentor-coaching sessions
- Level Two Graduation Class

Level One:

Asynchronous Coaching Foundations Course (28 hours):

An Overview of the Core Coaching Competencies – provides a strong understanding of the eight core skills which are important for every coach to master. The International Coaching Federation has identified these skills as being integral to effective coaching.

Deep Listening – 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 – 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 – 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 – This course is designed to equip new coaches with the tools and techniques for developing “next steps” and helpful follow-up with those they coach. These tools and techniques will also be modeled in the recorded coaching demonstrations throughout the Asynchronous Coaching Foundations Course.

Artful Language – In addition to underscoring the importance of language, this course will introduce the new coach to six effective tools that will greatly improve the positive impact of language during a coaching conversation.

Live Online Classes (30 hours):

Week 1 – Introductions, Course Overview, Coaching Demonstration, & Coaching Basics – This class provides new coaches with a solid introduction to coaching, including definitions of coaching, a demonstration of coaching and a simple coaching model.

Week 2 –The Core Coaching Competencies and a Coaching Demonstration – This class offers participants an in-depth review of the core coaching competencies, as well as an opportunity to observe the competencies during a coaching demonstration. The coaching demonstration is followed by discussion and questions about how the competencies were used during the coaching demonstration.

Week 3 – The Coaching Agreement and Breakout Room Coaching – This class will instruct new coaches on how to set up a coaching agreement, identify the three components of a coaching agreement, and also highlight the unique differences when setting up a coaching agreement as an external coach versus an internal coach. In addition, this class will also explore: coaching presence, dancing in the moment, and best practices (how to improve the way that you relate to others).

Week 4 – Coaching Models, Frameworks, and Approaches and Breakout Room Coaching – This class 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 of the various models, frameworks and approaches.

Week 5 – Common Coaching Scenarios and Challenges and Direct Communication – The goal of the class, *Common Coaching Scenarios and Challenges*, is two-fold: 1) To help the coach identify the assumptions that the coach has in each scenario and how those assumptions might negatively interfere with the coaching session, 2) To discuss as a class various coaching approaches in each scenario. During this class eight coaching scenarios will be reviewed. During our Level Two training an additional series of seven scenarios will be reviewed. The goal of the class, *Direct Communication*, is to explore the occasions when a it is helpful for the coach to offer their observations, comments, thoughts and intuitions with their coaching client. Four specific communication tools will be explored, including interrupting, advising, directing and messaging

Weeks 6, 7, & 8 – Practice Lab – 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.

Week 9 – An Introduction to Internal Coaching and Breakout Room Coaching – Internal Coaching is rapidly growing in the global community. This class will provide participants with a solid introduction to internal coaching by highlighting the unique elements of internal coaching, as well as what differentiates it from external coaching. This class will also review best practices, examples, expert insights, and common missteps and misunderstandings of internal coaching.

Week 10 – Coaching Intact Teams and Groups and Breakout Room Coaching – This class teaches you the difference between teams and groups and provides you with instruction on how to apply the Core Coaching Competencies when coaching a team or group. We also cover best practices, common myths, and pitfalls.

Week 11 – Developing a Strong Personal Foundation and Breakout Room Coaching – The objective of this class is two-fold: 1) To assist the coach in the development of their own self-care and well-being, and 2) To provide the coach with practical techniques, tools and insights to develop the self-care and well-being of their coaching clients. This class is divided into two parts. Part one is offered during our Level One training, while part two is

offered during our Level Two training. During part one we will look at four specific techniques.

Weeks 12, 13, & 14 – Group Mentor-Coaching – 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. Level One also includes three hours of individual mentor-coaching with the Coaching4Today’sLeaders-approved mentor-coach of your choice.

Week 15 – Group Mentor-Coaching, Getting Started as a Coach, Wrap Up, and Your Next Steps – “Getting Started as a Coach” will help students identify those items needed when starting to coach. (I.E. Welcome Kit, Coaching Agreement, etc.), provide a review of the Professional Standards and ICF Code of Ethics, and discuss next steps toward developing a coaching practice.

Level Two:

Asynchronous Coaching Applications Course (32 hours):

Coaching for Resiliency – 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 encouraged to examine their own beliefs that may be limiting their ability to practice bouncing back.

Coaching Through Major Change – The purpose of this course is to support coaches in understanding their personal change leadership style and its 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.

Conflict Coaching – 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.

Internal Coaching – Building on the class *An Introduction to Internal Coaching* offered during our Level One training, this class will explore the eleven Guiding Principles of

Internal Coaching. This class also includes an Q & A interview with an internal coach – a graduate of our coach training program.

Establishing Yourself as a Coach – This course is designed to address two of the most frequently asked questions by new coaches. The two questions are: 1) How do you get paying clients? 2) How do you develop an ongoing sustainable coaching business? During this course Val will provide you with resources that have been most helpful to him as he developed is coaching business.

Coaching for Focus and ADHD Challenges – This course will explore the issues of overload and distraction that frequently challenge many in leadership, business, and life. Participants will be introduced to a variety of ways to apply coaching skills to reduce stress and greatly enhance effectiveness. This course will underscore the value of coaching for those that are challenged by focus and regularly dealing with distractions.

Creating a Coaching Culture – In this course, you will learn how to create a coaching culture which will transform a 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 professional toolkit.

Coaching Mastery – This course is intended to explore the third, and most coveted, coaching credential, the Master Certified Coach (MCC) credential. This course will offer participants several models and metaphors that are helpful in the development of coaching mastery. Participants will hear a panel of MCC coaches offer insights and practices that helped them develop mastery as a coach.

Live Online Classes (30 hours):

Week 1 – Introductions, Course Overview, Coaching Demonstration & a brief review of the basics of coaching – This class provides new coaches with a solid introduction to coaching, including definitions of coaching, a demonstration of coaching and a simple coaching model.

Week 2 –The Core Coaching Competencies and a Coaching Demonstration – This class offers participants an in-depth review of the core coaching competencies, as well as an opportunity to observe the competencies during a coaching demonstration. The coaching

demonstration is followed by discussion and questions about how the competencies were used during the coaching demonstration.

Week 3 – Coaching demonstration and Common Coaching Scenarios (Part 2) – This class is the second of a two-part class. The goal of this class, *Common Coaching Scenarios and Challenges*, is two-fold: 1) To help the coach identify the assumptions that the coach has in each scenario and how those assumptions might negatively interfere with the coaching session, 2) To discuss as a class various coaching approaches in each scenario. During this class seven coaching scenarios will be reviewed and will build on the eight scenarios reviewed during part one.

Week 4 – Becoming a Leader-Coach and Breakout Room Coaching – This class is designed to help leaders understand how 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.

Week 5, 6, 7 & 8 – The Guiding Principles of Team and Group Coaching & Group Coaching Practice Lab – Group Coaching Practice Lab is an opportunity for students to experience group coaching first-hand, as well as practice being the group coach. This course is highly experiential.

Week 9 – Coaching Mastery and Breakout Room Coaching – A prerequisite to this course is the asynchronous class *Coaching Mastery* included in the Asynchronous Coaching Applications Course. This class will provide an opportunity for participants to deepen their understanding of coaching mastery and develop their own “next steps” to further hone their coaching skills. Several assessment tools and their role in coaching mastery will also be reviewed.

Week 10 – Establishing Yourself as a Coach and Breakout Room Coaching – A prerequisite to this course is the asynchronous class *Establishing Yourself as a Coach* included in the Asynchronous Coaching Applications Course. This course will provide participants with an opportunity to discuss their specific questions and challenges as they develop their coaching businesses.

Week 11 – Developing a Strong Personal Foundation (Part 2: Life Maps and Pivotal Moments) and an Introduction to Coaching Supervision – This class is the second in a two-part series. The objective of this class is two-fold: 1) To assist the coach in the development of their own self-care and well-being, and 2) To provide the coach with practical techniques, tools and insights to develop the self-care and well-being of their coaching clients. During this class we will look at two specific techniques. We will introduce the participants to coaching supervision, which focuses on two questions: 1) Who you are as a coach? and 2) How does that impact your work with others?

Weeks 12, 13, 14 & 15 – Group Mentor-Coaching – 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. Level Two also includes two hours of individual mentor-coaching with the Coaching4Today'sLeaders-approved mentor-coach of your choice.

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. Participants 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.