

ICF Certified Professional Coach Course • Syllabus

Course Description: Course integrates the philosophy, practical application and professional aspects of coaching. This integration gives the student a strong strength base as well as the experience in the skills application of coaching techniques from which to professionally work with people using coaching, education and business.

Format: Course consists of a total of 125 hours (ICF) of training taught in a variety of formats including online class, tele-classes, Zoom classes, mentor coaching, peer coaching, and supervised application based on telephone coaching sessions. Included in the 125 hours are divided amongst requisite courses, The Foundations for Coach Leadership, and Emotional Intelligence & Appreciative Inquiry that awards 20 hours, and the 6-module Core Coaching Course which awards the remaining 85 hours. There will be three group assessment calls also in the course. The educational segments will be on Google classroom which include *Tuesday Tips* articles and *Thursday V-Tips* videos that complement the participant's learning. You will receive all the links and the materials online.

Grades: All classes in this course are pass / no pass. Passing grades are earned through completion of all required course work including readings, exercises, one book report, one book review, two quizzes and a final exam. All required course work must be completed prior to earning certification.

TEXTBOOK AND MATERIALS

The Coaching Core (6-module curriculum in various formats online):

- a. Pre-core work sent fieldwork and all course curriculum
- b. Text: *The Solutions Focus*. 1st ed., W.S. Book well, 2003
- c. Text: *Falling Awake*. 2nd ed., Breakthrough Enterprises, Inc., 2002
- d. Text: *What Every Successful Person Knows!* New Vibe Press, 2008
- e. Three films for Module 1 (two films for Fondations).

ASSIGNMENTS

Requisite Courses

Foundations for Coach Leadership Course (online 20 hours):

- a. Attend classroom hours online
- b. Complete all reading/written fieldwork (article questions, journaling, reflection)

Emotional Intelligence & Appreciative Inquiry (requisite; 2 day in-class format-20 hours):

- c. Attend all in-classroom hours (in-house training)
- d. Complete all reading/written fieldwork (article questions, journaling, reflection)



CORE Coaching Modules

1. Module One: The Philosophy in Coaching (Online • Zoom)

a. Prior to class:

- Complete pre-core packet, “The Self-Examined Individual” sent via email, and bring to class first day
- Read Success Strategies #1,4,5,9 in the *Falling Awake* text and complete the exercises (included in your pre-core work)

b. After class starts:

- Attend online (Zoom) and complete all fieldwork assignments
- Choose a book for book report (list provided or choose your own) related to Positive Psychology, *Solutions Focus* and its application. Prepare a written book report and a 5 minute presentation prior to start of Module 6 (Book report format handout provided) in Google Classroom

2. Module Two: The Application of Coaching (Tele-class, Zoom classes, 12 hours)

a. Attend all Tele-class hours and complete all Tele-class fieldwork assignments.

b. Read Success Strategies #2, 6, 7, 8 in the *Falling Awake* textbook and complete some of the exercises

c. Four Tele-classes: (via conference bridge line)

- Application of Coaching Communication
- Application of Community Development
- Application of the Speech Acts, Solutions Language & Positive Psychology
- Application (observation) of Live Coaching Call feedback session

d. Two Zoom Classes

- Strength Finders (Strengthbase coaching)
- ICF Core Competencies course

3. Module Three: Mentor Coaching (1 intake and 4 coaching sessions -10 hours)

a. You will be a coaching client; there will be one intake and four coaching sessions. You will be assigned a mentor coach and given their contact information. You will personally schedule your appointments.

b. Contact your assigned coach during the fourth week of Module Two to schedule a time to complete an intake session and enter into the coaching partnership.

c. Paperwork - Method 1 - 5 pages of Module Three must be completed and emailed to your Mentor Coach prior to the Intake session.



4. Module Four: Peer Coaching (11 hours)

- a. Complete 1 Intake and 4 coaching sessions with your assigned peer /student coach (AS CLIENT)
 - Again, use Intake forms, Methods 1 - 5
 - Set all appointment times with peer/student coach at Intake or prior
 - Use summary - Coaching Call Check-in forms
- b. Use tracking sheets, found in your Coaching Manual
- c. Complete 1 Intake and 4 coaching sessions with your assigned peer /student coach (AS COACH)
 - Set all appointment times with peer/student coach at Intake or prior
 - Use summary - Coaching Call Check-in forms (set up a supervisory call with mentor coach)
- d. Complete prior to the beginning of Module Five:
 - Turn in Module Four: summary forms (2 sets), tracking sheets (2).
 - Complete and return the Peer Coaching Review form
- e. Write and submit your autobiography and obituary. Due in Module 4
- f. Zoom Class: DISC & CVI, MBTI

5. Module Five: Practicum—Supervised Coaching (12 hours)

- a. Complete 1 in-take and 4 coaching sessions with 2 clients, have one session with each client supervised.
 - Schedule and complete a supervised coaching call for each client (2 total)
 - Turn in release authorization forms signed by clients (prior to supervised coaching call)
 - Use Coaching Call Check-In sheets in practicum/summary forms
- b. Complete prior to Module 6 start:
 - Read Success Strategies 3, 10, 11, 12 in your *Falling Awake* text, submit F.A. review sheet.
 - Complete the *Solutions Focus* reading; complete and submit the *Solutions Focus* book review, diagram and client case study.
 - Turn in Module 5: summary forms (2 sets), tracking sheets (2), and authorization forms (2) Be complete with all course work to this point.

6. Module Six: The Integration of Coaching (Zoom training 2 days - 20 hours)

- a. Attend all classroom hours, bring your pre-class assignments, and complete all in-class assignments
- b. Present your book report in a 5-minute presentation, turn in one copy.
- c. Complete and pass the final examination
- d. Be a recipient “ICF Certified Professional Coach” (CPC)

