

# 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, leadership, education and business.

**Format:** Course consists of a total of 60 hours (ICF) of coach 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. There will be one group assessment call 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, a final exam, obituary, and autobiography. All required course work must be completed prior to earning certification.

## TEXTBOOK AND MATERIALS

The Coaching Core (5-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: *What Every Successful Person Knows!* New Vibe Press, 2008

## ASSIGNMENTS

- Book review
- Book report: 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 5 (Book report format handout provided) in Google Classroom
- Quiz #1
- Quiz #2
- Final Exam
- Obituary
- Autobiography



## **ICF CORE Coaching Modules**

### **1. Module One: The Philosophy of Coaching (Zoom Training • 2 Days, 20 hours)**

- a. Prior to class:
  - Print out curriculum - Participation Guide, View videos, complete Pre-course work (Meet with your Pre-entry coach)
- b. After class starts:
  - Attend 2-day online (Zoom) and complete all fieldwork assignments

### **2. Module Two: The Application of Coaching (Tele-class, Zoom classes, 10 hours)**

- a. Attend all Tele-class hours and complete all Tele-class fieldwork assignments.
- b. Two Zoom Classes (#435-299-8063):
  - ICF Core Competencies course
  - Strength Finders (Strengthbase coaching)
- c. Four Tele-classes: (via conference bridge line • 1-717-908-1834 | PIN: 749426):
  - Application of Coaching Communication
  - Application of Community Development
  - Application of Solutions Language & Positive Psychology
  - Application (observation) of Live Coaching Call feedback session

### **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 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 & Practicum (10 hours)**

#### **Peer Coaching**

- 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 Material
- 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)



### Practicum—Supervised Coaching

- a. Complete 1 in-take and 4 coaching sessions with client, have one session with each client supervised.
    - Schedule and complete a supervised coaching call for each client
    - 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 5 start:
    - 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.
5. Module Five: The Integration of Coaching (Zoom training 2 days - 10 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)

### Receive (ICF) Certificate 60 Coach Training Hours

