

Course Content:

Venue: Online via the Zoom Platform

Dates for all Modules:

Module 1 March 19th 9am -5.45pm, March 20th 9am -6pm & March 22nd 9am - 5.30pm

Module 2 April 16th Full Day April 17th Full Day April 19th Full Day

Module 3 May 14th Full Day May 15th Full Day May 17th Full Day

Module 4 June 18th Full Day June 19th Full Day June 21st Full Day

Module 5 July 16th Full Day July 17th Full Day July 19th Full Day

Training Structure:

The programme is 20 days in length and presented each month (Friday to Monday), over a period of five months. To qualify you must be present for at least 18 of the 20 days.

Practical and written assignments:

All assignments are designed to enable you to integrate the skills you will be learning and to prepare for practicing as a coach. Before and between the training days of the Programme, you will be doing some reading, below are two books that you can begin with. As you go through the programme you will keep a learning journal and you will complete practical work and three written assignments.

To get you started with your Reading List please read either:

· Starr, J. (2016) The Coaching Manual. 4th Ed. Pearson Education, Harlow, UK. (Kindle edition available) OR · Stevens, N. (2005) Learn to Coach: The Skills You Need to Coach for Personal and Professional Development How to Books. How to Books Ltd. Oxford, UK. OR · Rogers, Jenny, (2016) Coaching Skills: The Definitive Guide to Being a Coach 4th Ed. · Open University Press, Oxford UK.

Module 1 Assignments

Assignment 1:1 Assessment of Prior Learning (APL) This assignment is designed to enable you to reflect on your journey before starting the programme in relation to your experience, skills, knowledge and abilities.

The on-going work is your Learning Journal, which is only seen by you but used to help you write Assignment 1:3 □ Assignment 1.3 Reflective Essay following your completion of the 20 days. It is vitally important that you make small entries as you go through the training days, and put these into a more cohesive form in between our meetings; it will be almost impossible for you to write your reflective essay unless you make regular notes. We will give you more detailed guidelines and information

on how to keep your journal, how you will use it to write your essay and the reasons for developing your capacity to reflect.

There are other pieces of work to do during the programme. Most of these are learning by doing. You will be coaching other course participants, and will be the client of colleagues who will coach you. You will make recordings of yourself coaching.

You will complete a written skills analysis, where you analyse your coaching according to the guidelines we give you. Finally, you will be observed while coaching another course participant on three occasions and receive feedback as you progress through the programme.

Weekend 1

Friday 19th March 9am -5.45pm

Saturday 20th March 9am -6pm

Monday 22nd March 9am - 5.30pm

Work between each Module (The three days online and triad practice sessions explained below cover the synchronous training hours that you would have completed on the 4 day Friday to Monday face to face programme)

(1) Triad Practice Sessions (online programme)

This will be arranged with a Mentor (you will be with a different mentor and 3 participants between each module)

Triad Practice, group reflection, learning and time to build relationships

2 x 2.5 hour sessions ideally the week following each module

(2) Preparation work for each Module that is delivered online

There will be reading or pieces to reflect upon before each weekend so that we will have more time for engagement and discussion while online.

(3) Peer to Peer coaching between each Module (face-to-face and online programme)

There will be an opportunity to coach a peer three times and receive coaching from another peer three times, between each module to enable skills practice. This will usually happen once the 2 x 2.5 hour triad practice is completed.

Entry Requirements:

Applicants will be required to be 25 years of age or older at the time of commencement of the programme and to successfully complete a phone interview. The interview process will be used to assess the applicant's capacity to complete the programme and will include:

- A discussion of the applicant's reasons for wishing to do the programme
- A discussion of the applicant's background and experience
- The extent to which the applicant would themselves be a suitable candidate to receive coaching

Our programme attracts mature and motivated people from a wide range of backgrounds. We find the learning experience co-created with such a diverse and committed group is very powerful. We believe you will too.

Time commitment:

In addition to the twenty days spent in face-to-face training, you will:

- Undertake peer coaching - giving and receiving 4 hours of coaching in between each Module, totaling a number of 16 hours as coach and 16 hours as coachee.
- Keep a log of any coaching hours you deliver as part of building the 100 hours required (on application) to apply for the credential of Associate Certified Coach with the International Coach Federation.
- Spend time reading the books on the reading list.
- Maintain your learning journal after or during each weekend and after giving and receiving coaching and whenever else you want to!
- Complete and submit written assignments.
- Be observed 5 times during the course of the programme.

Qualification:

At the end of the training programme, provided that you have been present for at least 18 of the 20 training days, and completed both practical and written assignments, you will receive a Coaching Development Certificate in Professional Coaching Skills that states you have completed 135 Hours of ICF Approved Coach Specific Training Hours

ICF Accreditation:

Coaching Development has been awarded Accredited Coach Training Program (ACTP) status by the International Coach Federation (ICF), the world's foremost independent, professional coaching body. The Programme that is accredited as such is our Diploma in Coaching which comprises:

Diploma Part I: Professional Coaching Skills

The 135 skills training hours completed during this training are recognised as ICF Approved Coach Specific Training Hours (ACSTH). This, as the name suggests, is a part component of an ACTP. Graduates of Part I Diploma have met the training requirements necessary to apply for an ICF credential at Associate Certified Coach (ACC) or Professional Certified Coach (PCC) level, depending on the number of client coaching hours that have been accrued on application (minimum 100 for ACC and 500 for PCC). We teach at PCC Level.

Diploma Part II: Developing Mastery

Coaching Development's Developing Mastery course forms Part II of the Diploma in Coaching and is open to all certificate graduates of Coaching Development's Professional Coaching Skills (Part I Diploma in Coaching). This is a distance-learning programme offering facilitated skills development. It provides rigorous continuing professional development, enabling participants to deepen and develop their coaching skills. The course challenges the student to coach consistently at PCC standard and supports the development of reflective, informed and ethical professional coaching.

On award of the Diploma in Coaching graduates will have satisfied all required attendance and assessment criteria for application directly to the ICF for an ACC or PCC credential.

Programme Recognition:

135 ICF Approved Coach Specific Training Hours (ACSTH) A part component of an ICF Accredited Coach Training Program (ACTP)