



Certificate in Professional Coach Training

Program Syllabus As of August 1st, 2022

Course Description and Overview

The Coach Training Program at Adler offers an *International Coaching Federation (ICF)*¹ Approved Coach Training Program (ACTP) in which to learn the skills of professional coaching. For students wishing to do so, ADLER offers comprehensive training that leads to certification with the International Coaching Federation at the Associate Certified Coach (ACC) and Professional Certified Coach (PCC) levels. To discover the best path for you, connect with a program advisor at coaching@adler.ca. They will offer guidance based on your personal goals.

Please note that there are no textbooks needed for any courses. All your materials will be delivered using an online learning management software system, which you can access anywhere that you have a reliable internet connection and for the duration of your registration within the specific course. **All materials are available to be downloaded one week before class begins, and two weeks after class ends.** After two weeks you will not be able to access the content.

There are 5 parts to Adler's ICF Approved Coach Training Program, each of which earn the student a certificate from ADLER:

- Part 1: "Foundations of Professional Coaching" (32 hours)
- Part 2: "Transformational Coaching: Applications to Client Content" (previously Coaching in the Context of Work) (35 hours)
- Part 3: "Deep Coaching: The Coach's Signature Presence" (previously Moving Towards Artful Coaching) (30 hours)
- Part 4: Practicum (56 hours)
- Part 5: Mentor Coaching (10 hours)

¹ The International Coaching Federation is the leading global body within the coaching profession. Coaching programs that wish to be accredited by this body must go through rigorous evaluation that ensures the training successfully equips students to demonstrate coaching competencies. You can learn more about the ICF at <https://coachingfederation.org>.

Part 1: Foundations of Professional Coaching

Hours of Training: 21 Synchronous + 11 Asynchronous

Option A: 1 Week Intensive

Option B: Paired with Part 2 over the course of 9 weeks

Course Outline

Foundations of Professional Coaching offers a rigorous grounding in the coaching approach through a stimulating and interactive environment of hands-on experience. Part 1 begins by introducing the student to the power of a question. Students will make their way through foundational concepts, models, tools and processes commonly used within the coaching conversation, anchoring the student in the coaching mindset. Students will begin to practice the basic skills behind the 8 core competencies of professional coaching as outlined by the International Coaching Federation.

Students will be progressively introduced to intentional change theory, learning the why and how of sustainable, desired change at all levels of human and social interaction. Role-play, peer coaching, and experiential exercises underline the importance of awareness of both the self and others, equipping the student to create the strong developmental alliance that is the coach-client relationship.

Course Objectives

Student will engage study that leads to the following outcomes:

- Discover the foundational concepts, models, and processes associated with professional coaching
- Participants anchored in the coaching mindset
- Discover and practice the core competencies as outlined by the International Coaching Federation focussing on active listening, asking open-ended questions, and reflecting back to the client.
- Discover and practice a structure for basic coaching conversations: set intention, actively listen, ask open-ended questions, close sessions
- Gain self awareness about areas of strength and opportunities for growth when engaging a coaching approach through
- Gain an overview of the coaching profession and the areas of professional practice
- Discuss and reflect on the process of decolonizing coaching
- Includes verbal feedback from the instructor

Part 2: Transformational Coaching: Applications to Client Context (Coaching in the Context of Work)

Hours of Training: 18 Synchronous + 17 Asynchronous

Option A: 1 Week Intensive

Option B: Paired with Part 1 over the course of 9 weeks

Course Outline

Coaching in the Context of Work explores the individual in the context of systems (family, work, societal etc), and specifically how coaching supports people in their work and communities. This course will substantially expand your coaching skills, while providing a deeper understanding of the impact of the workplace in people's lives, and the impact of coaching in the workplace. You'll learn additional tools and practices that enhance your application of the core competencies of a coach, ending your week with a written assignment that addresses the ethics of the coaching profession.

Course Objectives

Student will engage study that leads to the following outcomes:

- Enhanced proficiency in using the core coaching competencies through practice, observation and feedback
- Anchors participants in a mindset that centers the client and the change process
- Concrete tools and practices for coaching people within the context of work or career
- An understanding that work is an area or domain where people can benefit from coaching
- Discovery of, and reflection on the ethical requirements of coaching as outlined by the International Coaching Federation
- Includes verbal feedback from the instructor

Part 3: Deep Coaching: The Coach's Signature Presence (Moving Towards Artful Coaching)

Hours of Training: 20 Synchronous Hours + 10 Asynchronous Hours

1 Week Intensive

Course Outline

This course integrates your learning and deepens your ability to coach artfully and creatively. It provides experience with a range of tools and processes to enhance your coaching effectiveness. You'll be coaching through the lens of leadership, an integrative theme for many coaching engagements in both life and work. This course covers metaphor as a tool for exploration and transformation as well as the "science, art and heart" of coaching that contributes to a signature presence. The final written assignment will include identifying your signature presence as a coach.

Course Objectives

Student will engage study that leads to the following outcomes:

- Discover and explore an understanding of self and self-leadership

- Identify and practice approaches that facilitate client driven change
- Discover and practice tools for supporting client self-expression through metaphors and analogies
- Identify your signature presence and style as a coach
- Enhance and refine your skills to implement the coaching competencies with a focus on remaining present
- Includes written feedback from the instructor

Part 4: Practicum

Hours of Training: 24 Synchronous Hours + 32 Asynchronous Hours

Delivered over the course of 8 weeks.

Course Outline

In Part 4, the coaching *Practicum* is designed to accelerate the student's skill development, deepening their understanding of the ICF's Core Coaching Competencies while demonstrating the key behavioural markers of an ICF accredited coach. Over the course of 8 coaching labs, the student will gain valuable coaching experience, honing their coaching skills through the use of demonstrations, practice exercises and facilitated discussions. Students will be guided toward coaching demonstrations that look more and more like a credentialed coach, preparing them for their Coach Knowledge Exam (CKE) and, ultimately, their work with clients.

This aspect of the program includes activities which fulfill key requirements for ICF certification:

- Focussed labs on each of the 8 Core Competencies
- Peer coaching hours
- 16 hours of reflective practice
- Includes written feedback from the instructor

Part 5: Mentor Coaching

Hours of Training: 10 Synchronous Hours + 0 Asynchronous Hours

6-10 students per cohort

Delivered over the course of 3 months.

Course Outline

The Mentor Coaching course provides you with additional support and feedback that is customized to your current stage of development. Here, the student hones their ability to deliver the ICF core competencies under the watchful eye of a mentor coach. Mentor Coaching is designed to accelerate the student's skill development, deepening their understanding of the ICF's Core Coaching Competencies, and practicing the key behavioural markers of an ICF accredited coach. Using demonstrations, practice

exercises and facilitated discussion, the student will shape their coaching skills to look more and more like a credentialed coach, preparing them for their Coach Knowledge Exam (CKE) with the ICF, and/or their ACPC (Adler Certified Professional Coach) exam for students who began their program before September 2022. Mentor Coaching is provided by an experienced member of our coaching faculty. All Mentor Coaches are accredited by ICF at a minimum of a PCC level.

This aspect of the program includes activities which fulfill key requirements for ICF certification:

- 6 hours of small group coaching in a class of 6-10
- 4 hours of one-to-one coaching with an experienced Mentor Coach
- Includes written feedback from the instructor
- Includes written feedback on a recorded coaching session

Adler Certified Professional Coach (ACPC) Performance Evaluation

The ACPC certification performance evaluation consists of two submitted recordings of client coaching sessions. Each recording should be 30 minutes in length and include a word-for-word transcript. Candidates for the evaluation must have successfully completed Practicum with at least 60 hours of coach-specific-training as well as 100 client hours to receive ACC credentials, or 125 hours of coach-specific training with 500 client hours as required for PCC credential. (You will not be able to accomplish 500 client hours through this course alone.) This exam will be graded against the PCC performance markers, which is shared with the student in a feedback session with the PCC coach-marker.

Successfully passing both recordings in this exam will satisfy the requirements of the Approved Coach Training Program pathway of ICF and certify you as an Adler Certified Professional Coach.

Registration and Getting Started

After registering* online for any of the above offerings via ADLER's website, you will receive an email within a week's time confirming your registration and welcoming you to ADLER's coach training program. In this welcome email, you will be provided with a general overview of what to expect, a schedule of key events related to the course, and a summary of next steps. **ADLER's welcome email will also include information on the orientation session held about 7 days prior to the official start date of Foundations of Professional Coaching.** No other courses include an orientation session.

Next, approximately 1 month prior to the start date of your course, you will receive an enrollment email which will give you login details to *Brightspace*, the online learning

platform where your course materials are stored. Your Brightspace login will not only include modules related to your studies and training, but also coaching resources for your toolkit as well as a section where Zoom meeting details are listed (if applicable), a section for you to upload any completed assignments/projects (if applicable), and a section where class recordings are stored (if applicable). Note that detailed instructions on how to navigate through and use this online learning platform are also included in your Brightspace course. Please be advised that most of the online materials will not become available until 1 week prior to the course start date. You will be able to see your pre-work, your Instructors' profiles, and a few other introductory materials.

Finally, around 1 week prior to your start date, ADLER will send you a reminder email re-confirming much of the same details as listed above as well as steps to take should you have any questions or concerns. You will get to meet your instructor(s) during orientation and/or the first day of class, but are always free to reach-out to ADLER in advance and inquire about the teaching and training team. Note that biographies of your course instructor(s)/facilitator(s)/mentor(s) are made available to you on Brightspace.

At any given time, if you have questions about the courses, registration process, teaching/training team, or just coaching, in general, please do not hesitate to contact coaching@adler.ca.

(= Note that payment for any given course is coordinated online at the time of registration; ADLER accepts payment via credit card, direct bank transfer, and interac e-transfers; payment to ADLER can be made in full, or payment plan options are available as long as a deposit is made.)*