School of Coaching

Training description

School of Coaching is a program preparing the participants for the role of an independent coach. The skills
and competencies acquired by the participants as part of the program are also extremely useful in all-level managers’ jobs. The program is ACSTH accredited.

**Participant’s profile:**

We invite:

* managers, management staff
* all interested in working as coaches, both inside and outside the organization
* all working as coaches, who wish to verify their skills and prepare for the ICF accreditation
* all interested in enriching their management skills by coaching skills
* all who wish to develop their interpersonal skills
* all interested in working on the development of their customers, such as e.g.: trainers, psychologists, psychotherapists, employment counselors, physical therapists, personal trainers, dieticians, medical staff, social workers

.Training goals:

* acquiring coaching skills, and in particular developing communication skills, such as asking open deep questions, listening actively
* acquiring the knowledge of emotions and their regulation, the skill of managing one’s own and the interlocutor’s emotions
* expanding manager’s techniques by a coaching method of working with employees, which supports their self-reliance and engagement
* preparing the participants for running business and life coaching sessions on their own
* preparing the participants for the ACC level ICF accreditation

**Benefits for participant:**

After the training, the participants:

* are prepared for the ACC level coaching accreditation as per ICF standards (a 100-hour ACSTH accredited program)
* have communication skills supporting the new format of leadership (attentiveness, presence, deep listening, asking challenging questions, asking about the core)
* can conduct effective development conversations with employees,
* will have their stress resilience enhanced and can manage their own and other people’s emotions
* have the skills and can use coaching tools in remote work, in remote team management
* will have initiated their development processes helping them make changes that are significant for them

**Employed methods:**

* The School of Coaching has been designed to ensure that the participants focus on developing the skills
and techniques of a coach in direct interaction with the trainer and other participants as much as possible during interactive online workshop sessions and that the dedicated e-learning platform supports them in easy and quick access to the needed educational materials and tools
* The workshop classes are run in small groups (two or three participants) with the use of interactive presentations, video materials, case studies, practice of coaching talks, discussions, supervision and experience sharing sessions
* Between workshop sessions, there are individual sessions with the mentor, who provides direct feedback
to each participant

What distinguishes the School of Coaching?

* Accreditation of ICF, the largest international organization (ACSTH Program)
* Extensive experience in coach training (more than 1,500 people trained and prepared for the profession
of coach)
* A proven and recommended program: more than 100 editions of the School of Coaching
* Experienced training and coaching staff boasting experience in business
* Advanced technological solutions in remote education, which make it possible to engage the participants
in a manner similar to classroom work

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**Number of participants**: 8 – 12 persons

Duration:100 hours of training over 13 online training days in the interactive form and one classroom session

Location:Zoom, e-learning platform

Program:

Introduction: a 2-hour online meeting

**Work on an educational platform: 8 h**

**1st session Base School curriculum, coaching fundamentals**

At this session, the participants will become familiar with the ICF Code of Ethics and cases of its application
 in the area of business. They will learn how to set goals in coaching in line with the customer’s individual development and the planned development path provided for by the organization.

Major topics:

* What is coaching, what are the differences between coaching and other forms of development?
* Coach’s Code of Ethics. Conclusion of a contract with the customer and the organization/sponsor
* Key skills of a coach in the context of personal resources of the participants
* ICF standards of building customer relationships, direct communication, asking questions, and providing feedback
* How to plan and set goals using the SMART method
* Work with the scale
* Experience in delivering individual sessions

Work on an educational platform: 8 h

2nd session Key skills and values of a coach

At this session, the participants are familiarized with the characteristics of the coaching process. They learn
 to run a professional coaching session. They find out about the key skills of a coach according to the International Coach Federation, such as: listening and questioning skills, progress and customer engagement management skills, feedback giving, coaching presence, and customer awareness building skills. The module enables also the acquisition of the skills and tools required for working with the customer’s values and goals, which underlie internal motivation.

Major Topics

* Development of key skills of a coach
* Coaching session model: GROW, Erickson ARROW
* Tools for working with customers (wheel of life, vision board, mirror)
* Value: the basic motivation for action, definition of personal values (motivations)
* Deep questions getting to the core of work with the customer

Work on an educational platform: 8 h

3rd session Essence of coaching

At this session, the participants learn to work with the customer’s emotions, attitudes, and beliefs.
They are familiarized with the tools needed to work with anxiety and internal conflict and to work with the customer’s beliefs. They learn how to enhance the supporting beliefs and suppress the limiting beliefs.
They acquire skills to facilitate customer support in discovering their own potential and resources.

Major topics:

* Work with the customer’s beliefs, attitudes, and emotions
* Tools needed to work with anxiety and internal conflict
* Development of selected skills of a coach in the context of ICF standards using e.g.:
	+ Cartesian questions
	+ metaphor
	+ hot seat
	+ analogy
	+ Walt Disney method
	+ VAKOG method

**Group mentoring sessions**

**4th session Mastering of the techniques of a coach**

The participants acquire the knowledge of NLP, RBT (Rational Behavior Therapy) and other tools supporting
 the customer development process. This allows them to improve their techniques and develop their coaching skills. They learn how to build customer awareness through:

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* change of perspective, work with metaphor and image (the Points of You tool)
* enhancement of motivation and effectiveness (asking transformational questions)
* use of strategies enabling the diagnosis of the current condition, obstacles, and capabilities, and creation
 of effective solutions which can be implemented immediately

Group and individual mentoring sessions:

**5th session Coach, and what next? + conclusion**

During the “Coach, and what next?” session, the participants will have the opportunity to consider and develop
 a path concerned with planning their future as coaches. This is the time intended for confronting one’s ideas
 with the increasingly more specific vision of the future and the preparation of an action plan.

Major Topics:

* Part 1. Start with yourself and define what you really want
	+ What can I offer as a coach (who am I as a coach), who and where are my customers?
	+ What are my goals and what do I want to achieve?
* Part 2. Different paths to further actions
	+ Building an expert position in the organization
	+ Building a position outside the organization
	+ The decision is yours: what you will do with this, what your goals and needs
	 are
* Part 3. How to stand out in the market full of coaches?
	+ Peter Montoya’s eight Laws of Personal Branding
	+ 5 ways of building a strong personal brand
	+ Action plan

**ONLINE group mentoring sessions**