



Coaching Academy

Curriculum Modules

Setting the Foundation for the Coach

Participants will explore foundational elements of coaching, including:

How the coaching role is distinct from other support professions (e.g. counseling/therapy, consulting, managing)

- Types of coaching
- Code of Ethics
- Core Competencies as defined by the International Coach Foundation (ICF)
- Coaching certification

Values and Biases

Through exercises and discussion, participants will have an opportunity to clarify their personal values and learn about implicit bias. We will explore how these are connected and how they may impact the way we interact with others, especially in a coaching setting.

Personal Style and Preferences

Using the Insights Discovery tool as a model for understanding different personality types, communication styles and learning styles, participants will identify their own style, learn how their preferences may impact interactions with others, and explore how to most effectively communicate and interact with each personality type.

Emotional Intelligence

This session will provide an overview of emotional intelligence (EI) and its connection to coaching. We will use the Emotional Quotient Inventory (EQi-2.0) to deepen our understanding of the domains that comprise one's emotional intelligence and explore our own EI strengths and opportunities for growth.

Mindfulness, Intuition and Curiosity

Coming from a state of curiosity and using our intuition are key aspects of effective coaching interactions. In this session, we will explore how mindfulness supports our intuition and curiosity and identify a variety of mindfulness practices. We will also explore the role and use of humor in coaching interactions.

Core Coaching Skills

This session will provide an in-depth review of core coaching skills. Through discussion, exercises and practice, participants will be able to apply these skills in coaching interactions and describe how they relate to the ICF Core Competencies.

Coaching Frameworks

A coaching interaction is not just a conversation. It follows a particular framework to support the coachee through a process that takes them from goal formulation to goal achievement. This session will provide participants with at least two different models for providing an effective and complete coaching interaction.



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Setting the Foundation with the Client

To ensure a successful coaching experience, it is essential to establish a powerful foundation with the coaching client. In this session, participants will explore what it takes to create a safe space and clear expectations for the coaching relationship, including designing their own coaching agreement. Participants will then have the opportunity to practice establishing a coaching agreement through a mock coaching session.

Building a Foundation for Action

A core coaching competency is the ability to support clients with designing actions that provide opportunity for ongoing learning and achievement of the client's goals. This session will introduce a variety of tools that coaches can use with clients to help them clarify their values, commitments and intentions, set goals, design actions, and create accountability.

Working with Emotions

In this session, we will explore generally and personally the definition, language, meaning and culture of emotions and emotional expression. We will consider our personal comfort with and reactions to certain emotions, particularly the emotions that we find challenging, how emotions can show up in coaching interactions, and how to respond effectively. Through this session participants will be able to:

1. Explain the importance of recognizing and labeling emotions, identifying the messages behind them, and using them.
2. Identify emotions that are personally challenging to be with.
3. Implement simple practices for responding effectively to strong or challenging emotions (in yourself or other).

Making a Referral

Given the specific role and ethical boundaries of coaching, it is important that coaches are able to refer clients when appropriate. Through this workshop, participants will be able to:

1. Understand the coach role and responsibility for referral and reporting.
2. Identify key indicators for referring a client to a mental health provider.
3. Effectively refer a client to another professional when deemed necessary or appropriate.

Getting Unstuck

In the process of articulating goals or designing and taking actions, it is not uncommon for people to run into barriers or stumbling blocks. Thought patterns may limit one's beliefs and forward movement. It is the role of the coach to help our clients move past these "stuck" spaces and generative positive thought patterns and forward movement. Through discussion, exercises and coaching practice, participants will be able to:

1. Identify common negative or limiting thought patterns.
2. Use strategies that help clients get unstuck from limiting thought patterns.
3. Describe the connections between these strategies and the core coaching skills.



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Coaching from Assessments

Many coaches utilize personal assessments (e.g. emotional intelligence, personal strengths, leadership inventories) with their clients. Some clients bring pre-existing assessment results to their coaching experience. A coach does not necessarily need to be a certified administrator of an assessment to garner value from it for a client. Through this session, participants will learn how to incorporate and leverage assessment results into the coaching experience to support the goals and growth of the client.

Essential Practices for Effectively Managing Coaching

While foundational, there is more to coaching than using core skills, models and strategies. The coaching sessions must also be well-managed. Through this session, participants will explore practices that are essential to effectively managing the coaching experience and honoring the coaching agreement and code of ethics. These include:

- Maintaining effective communication with clients
- Considering the coaching environment
- Preparing for coaching sessions
- Notetaking tools and practices
- Accountability routines
- Ethical record-keeping

Introducing Others to Coaching

As a coach, it is important to be able to introduce coaching to others. Through this session, participants will be able to:

- Make the case (ROI) for coaching
- Introduce what coaching is and what one can expect out of coaching
- Introduce themselves as a coach
- Express their coaching style
- Help a potential client determine if they are a fit for the client's needs

Creating a Powerful Conclusion to Coaching

This session focuses on learning how to create a powerful conclusion to a coaching relationship. We will explore when and for what reasons coaching may come to an end, and how to create a transition that acknowledges the end of the agreement, celebrates what was accomplished and empowers the client to continue on the path they've created.