

International Coach Academy

Coach Training Programs

August 2012

Coach Training Program Syllabus

A Guide for the Learner

SUMMARY

This document provides an overview of ICA Coach Training Programs - features, contents, curriculum and scope – as a guide map for the learner/coach

Welcome



Hi, Robyn Logan here, CEO and Founder of International Coach Academy. It is a pleasure to welcome you to our school.

Coach training with International Coach Academy means joining **a great global community and being the best professional coach that you can be**. ICA has trained coaches in over 90 countries and currently delivers in two languages

(Chinese and English.) We believe coaching is a universal skill that can be used wherever you are now and wherever you will be in the future.

Since 2001, we have focused on improving the credibility of coaching worldwide by offering students highly professional coach training programs accredited with the International Coach Federation. We deliver coach training that challenges and guides coaches to be leaders not only in the coaching profession, but in the many diverse professions they work in.

Our professional coaching programs are rigorous and include a well-balanced mix of theory and practice. All encourage personal reflection, an appreciation of the ethical aspects of coaching, and a demonstrated understanding of the core competencies of coaching set out by the [International Coach Federation](#).

But what really makes our training special is our incredibly diverse global community. We are delighted that you wish to be part of changing the world through coaching and we hope, like us, that you will love the experience.

We have developed this guide to assist you, ICA learners and colleagues, in your journey towards mastery of the coaching competencies, greater coaching presence, true confidence in your tools and techniques; and substantive training and knowledge in the field of professional coaching. Here you will find information on the three premier ICA Coach Training Programs – Essential, Certified, and Advanced – and their content, comparisons, and features. We welcome you and encourage you to take every advantage of our offerings– our courses, modules and workshops – and the connective power of our international community.

Glossary of Acronyms & Terms

ICA terms

ICA: International Coach Academy

ICF terms

ICF: International Coach Federation
ACTP: Accredited Coach Training Program
ACC: Associate Certified Coach
PCC: Professional Certified Coach
MCC: Master Certified Coach

Training terms

Program: Substantial area of study, consists of courses and modules

Course: Themed area of study, consists of a collection of modules around a particular area of study. Within each KLA, there are specific courses, which explore the area.
For example, there are 5 courses within the Coaching Skills and Knowledge KLA.

Module: Modules are specific topics, which exist within each course.
For example, there are 5 modules within the course Framework and Theories, which is part of the Coaching Skills and Knowledge KLA.

Key Learning Areas (KLA) There are three overarching areas for learning and study present in each program:
Coaching Skills and Knowledge, Coaching Development, Practice and Supervision

Workshops Certain sessions provide the opportunity for students to “workshop” a topic – to engage in it by test-driving content and receiving feedback. They both provide input, and demand student engagement, presentation and colleague learning and critique.

Teleclasses This is the method for delivering the specific modules and workshops. This learning vehicle is accompanied by web-based resources including ICA’s coaching forum, reading and reflection, practice and supervision.

Coach Training Programs Summary

The International Coach Academy (ICA) offers three coach training programs, the Essential Coach Program, Certified Coach Program and Advanced Coach Program.

Courses	Essential	Certified	Advanced
Coach Foundation	✓	✓	✓
Life Design	✓	✓	✓
Coach Skills	✓	✓	✓
Frameworks & Theories		✓	✓
Advanced Coach Skills			✓
Power Tools		✓	✓
iCoachPortfolio		✓	✓
Advanced Portfolio			✓
Practicum	8 hrs	18 hrs	24 hrs
Supervised		18 hrs	24 hrs
Peer Coaching	✓	✓	✓
Client Management	✓	✓	✓
Coaching as Client	12 hrs	24 hrs	unlimited
Coaching as Coach	36 hrs	60 hrs	100 hrs
Graduation Period	12 months	18 months	3 years
Program Access	12 months	18 months	Lifetime

Inclusions

- ➔ Each Program is made up of a number of Courses, and each Course includes a number of Modules
- ➔ The numbers of hours shown are CONTACT hours, ie they do not include home study or self paced learning.
- ➔ The Graduation Period is the window of time in which we will support you to graduate. ICA has a comparatively high graduation rate and this is in part due to the high level of support and direction we offer students who wish to graduate
- ➔ Program Access is the length of time you can return to the ICA Online Learning Environment and access modules, forum folders and teleclasses.

Key Learning Area 1: Coaching Skills & Knowledge

The courses and modules in this Learning Area are focused on giving you a wide range of skills and knowledge related to coaching. Courses offered in the Key Learning Area include:

- Foundation Coach
- Life Design
- Coach Skills
- Frameworks & Theories
- Advanced Coach Skills

Key Learning Area 2: Coaching Development

Here you develop and deepen your coaching. This learning area introduces new tools for shifting clients' perspectives. You will also learn how to develop your own Coaching Portfolio of work, including your Coaching Power Tool™ and your Coaching Model. Courses offered in the Key Learning Area include:

- Power Tools
- iCoachPortfolio™
- Advanced Portfolio

Key Learning Area 3: Practice and Supervision

In this Learning Area you will develop your unique style as a coach through many hours of hands on coaching. You will also benefit from being coached and learn client management strategies. Courses offered in the Key Learning Area include:

- Practicum
- Supervised
- Peer Coaching
- Client Management

1. Essential Coach Training Program

The Essential Coach Training Program provides entry level coaching skills and an understanding of the fundamental principles of coaching. The Essential Coach focuses on developing a strong foundation in the core competencies such as Active Listening, Coaching Presence, Powerful Questions and Creating Action.

- ➔ Contact hours: 60 teleclass hours
- ➔ 12 sessions as client
- ➔ 36 sessions as coach
- ➔ Students have up to 12 months to graduate
- ➔ Program Access is granted for 12 months
- ➔ Program consists of accredited coach training hours

Key Learning Areas, Courses and Hours (60 hrs)

KLA: COACHING SKILLS & KNOWLEDGE	HOURS
Foundation Coach	14 hrs (7 modules x 2 teleclasses)
Life Design	14 hrs (7 modules x 2 teleclasses)
Coach Skills	16 hrs (8 modules x 2 teleclasses)

KLA: PRACTICE & SUPERVISION	HOURS
Practicum	8 hrs (5-6 (1.5 hrs) teleclasses)
Peer Coaching	4 hrs (2 modules x 2 teleclasses)
Client Management	4 hrs (2 modules x 2 teleclasses)

Coaching Hours

ROLE	HOURS
As Coach	Must coach others for a minimum of 36 hours/sessions. <ul style="list-style-type: none"> • 3 clients (2 internal ICA peers & 1 external non ICA client)
As Client	Must be a client for a minimum of 12 hours/sessions. <ul style="list-style-type: none"> • It is recommended that you are coached for 12 sessions before starting to coach other ICA peers

2. Certified Coach Training Program

Program Summary

- 126 teleclass hours
- 24 sessions as client
- 60 sessions as coach
- Students have up to 18 months to graduate
- Program Access is granted for 18 months
- ACTP program – meets ICF training requirements for ACC & PCC credential

Key Learning Areas, Courses and Hours (126 hours)

KLA: COACHING SKILLS & KNOWLEDGE	HOURS
Foundation Coach	14 hrs (7 modules x 2 teleclasses)
Life Design	14 hrs (7 modules x 2 teleclasses)
Coach Skills	16 hrs (8 modules x 2 teleclasses)
Frameworks & Theories	12 hrs (6 modules x 2 teleclasses)

KLA: COACHING DEVELOPMENT	HOURS
Power Tools	18 hrs (9 modules x 2 teleclasses)
iCoachPortfolio™	6 hrs (3 modules x 2 teleclasses)

KLA: PRACTICE & SUPERVISION	HOURS
Practicum	18 hrs (12 (1.5 hrs) teleclasses)
Supervised	18 hrs (12 (1.5 hrs) teleclasses)
Peer Coaching	6 hrs (1 module x 2 teleclasses & 1 module x 4 teleclasses)
Client Management	4 hrs (2 modules x 2 teleclasses)

Coaching Hours

ROLE	REQUIREMENT
As Coach	Must coach others for a minimum of 60 hours /sessions <ul style="list-style-type: none">• 5 clients: 2 internal, 2 external, 1 more either internal or external
As Client	Must be a client to other ICA students for a minimum of 24 hours/sessions <ul style="list-style-type: none">• It is recommended that you are coached for 12 sessions before starting to coach other ICA peers

3. Advanced Coach Training Program

Program Summary

- 152 teleclass hours
- 24+ sessions as client
- 100 sessions as the coach
- Students have up to 3 years months to graduate
- Program Access is unlimited Lifetime Access
- ACTP program – meets ICF training and coaching requirements for ACC credential

Key Learning Areas, Courses and Hours (152 hours)

KLA: COACHING SKILLS & KNOWLEDGE	HOURS
Foundation Coach	14 hrs (7 modules x 2 teleclasses)
Life Design	14 hrs (7 modules x 2 teleclasses)
Coach Skills	16 hrs (8 modules x 2 teleclasses)
Frameworks & Theories	12 hrs (6 modules x 2 teleclasses)
Advanced Coach Skills	10 hrs (5 modules x 2 teleclasses)

KLA: COACHING DEVELOPMENT	HOURS
Power Tools	18 hrs (9 modules x 2 teleclasses)
iCoachPortfolio™	6 hrs (3 modules x 2 teleclasses)
Advanced Portfolio	unlimited

KLA: PRACTICE & SUPERVISION	HOURS
Practicum	24 hrs (16 (1.5 hr) teleclasses)
Supervised	24 hrs (16 (1.5 hr) teleclasses)
Peer Coaching	(1 module x 2 teleclasses & 1 module x 8 teleclasses)
Client Management	4 hrs (2 modules x 2 teleclasses)

Coaching Hours

ROLE	REQUIREMENT
As Client	<p>Must be a client to other ICA students for a minimum of 24 hours/sessions, and an unlimited maximum</p> <ul style="list-style-type: none"> • It is recommended that you are coached for 12 sessions before starting to coach other ICA peers • You are encouraged to do more if your aim is to count more than 24 internal sessions (as the coach) as barter/paid <p>(see <u><i>example</i></u> below for more detail)</p>
As Coach	<p>Must coach others for a minimum of 100 hours /sessions</p> <ul style="list-style-type: none"> • This can be divided in anyway between internal/external clients – but must be 75 paid/barter & 25 pro bono • For internal sessions to count as paid/barter, there must equal sessions as both client and coach with other ICA students. • Minimum of 8 clients <p><u><i>Example</i></u>: To obtain your ACC credential with ICF, you will be required to coach for 100 sessions, 75 of which must be paid/barter. To count 75 of your internal ICA peer sessions (you as the coach) as barter/paid, you will need to be coached for 75 sessions by an ICA peer. ICF considers this to be bartering, and will count as a paid session.</p> <p>*We understand that being the coach for 100 sessions and then also being a client for 75 sessions is rigorous. That is why you also have the option to secure paid external clients to count towards the required 75 paid/barter sessions. This would in turn, reduce the required number of session where you are the client with an internal ICA peer coach.</p> <p>To learn more about credentialing with ICF, visit their site: www.coachfederation.org/getcredentialed/</p>

Curriculum – Courses, Modules, Teleclasses

The following is a summary of all courses, modules and teleclasses found in the three Coach Training Programs. (Not all courses are included in all programs)

Course: Coach Foundation

In this course we cover the fundamental aspects of being a coach. You will learn the difference between coaching and other forms of “helping” such as consulting, mentoring, training, therapy etc.

We also teach you the various influences that have created and impacted the development of coaching, and we cover the main skills and attributes required to be a coach.

Finally, in this introductory course we cover one of the skills central to your success in the whole program – self-directed learning. People are naturally creative and resourceful, and are always in charge of their own learning. The quality of the inquiry, curiosity and questions that you bring, and how you choose to engage the high quality content we will deliver to you; these will strongly impact not only your study experience, but your actual learning outcomes.

You Will Learn:

- key philosophies, theories and movements that have influenced coaching
- an introduction to coaching models
- the key features of the ICA Coaching Model
- the core coaching skills required to conduct a coaching session
- how to structure your personal learning program and get the most out of your ICA training.
- the definition and role of the ICF competencies
- legal or ethical issues you may encounter and strategies for risk reduction

Modules	Teleclasses
What is Coaching?	2 classes
Coaching Models	2 classes
Coaching Influences	2 classes
Coaching Skills & Attributes	2 classes
Self Directed Learning	2 classes
The ICF Competencies	2 classes
Ethics and Legalities	2 classes

Course: Life Design

Many of the skills you will learn as a coach are actually life skills. For example, let's take Creating Awareness. This is a core skill for coaches. You need to be able to support your clients to create awareness and help them to identify what is actually going on for them under the surface of their 'story'. But this skill, self-awareness, is also extremely useful in many aspects of life (with your children, in your relationship/s, in the workplace, etc.). The skills found in these modules might even end up being skills you actually "teach" your clients.

You Will Learn:

- to identify your own values and life purpose
- the importance of awareness and how to create more of it your life and your clients' lives
- how to identify your underlying beliefs
- strategies to improve your confidence
- the role of judgment in coaching and strategies to remain judgment-free during coaching sessions
- how to create your own learning & development plan

Modules	Teleclasses
Values and Life Purpose	2 classes
Creating Awareness	2 classes
Underlying Beliefs	2 classes
Confidence	2 classes
Self Management	2 classes
Releasing Judgment	2 classes
Self Development Plan	2 classes

Course: Coach Skills

Coach Skills is a collection of the core skills you need to hit the ground running as a coach. Although many of these skills can be used in many other contexts (teaching, managing, parenting etc.) in this course you will learn how to specifically apply them to a coaching setting. The skills taught in this course will give you the confidence to coach anyone, anywhere, anytime.

You Will Learn:

- how to listen like a coach
- how to ask powerful coaching questions
- how to set up structures for your clients
- how to assist your clients to create a vision or action plan
- the power of acknowledgement
- how to keep clients accountable
- how to create trust in a coaching context

Modules	Teleclasses
Power Listening	2 classes
Powerful Questions	2 classes
Accountability	2 classes
Creating Structures	2 classes
Visualization	2 classes
Acknowledgement	2 classes
Creating Action	2 classes
Creating Trust	2 classes

Course: Frameworks and Theories

These modules provide an introduction and understanding of often complex theories and break them down into easily digestible chunks. Here you can discover some of the key theories and philosophies that have influenced coaching, and still do. You will also learn how each of these theories can be practically applied to coaching.

You Will Learn

- the main principles of key theories that have influenced coaching
- how to apply and use these theories in conjunction with coaching
- the roots of coaching as a methodology & as a profession

Modules

Teleclasses

Modules	Teleclasses
History of Coaching	2 classes
Neuro Linguistic Programming	2 classes
Emotional Intelligence	2 classes
Mindfulness	2 classes
Appreciative Inquiry	2 classes
Cognitive Behavioral Therapy	2 classes

Course: Advanced Coach Skills

This course teaches you advanced coaching skills to be used in conversations to move to a deeper level. It is assumed that you have an established knowledge of coaching and are looking for new and deeper ways to impact the lives of your clients.

You Will Learn

- how to deepen your coaching conversation
- when and how to use advanced strategies like creativity and gratitude
- the importance of concepts such as intent and diversity

Modules

Teleclasses

Modules	Teleclasses
Creativity	2 classes
Energizing	2 classes
Diversity	2 classes
Intent	2 classes
Gratitude	2 classes

Course: Power Tools

The ICA Power Tools™ are famous the world over. Created over 10 years ago, they are designed to support participants in the discovery of perspective, and the role it plays in achieving results. Students are encouraged to find ways of utilizing the power tools, and reflect on their own perspectives in any given situation, to make a perspective shift which empowers you to achieve better outcomes. Only available and taught at International Coach Academy, you will find that you keep coming back to these modules again and again throughout your studies.

The course consists of 9 modules with 2 teleclasses each. Each module includes reading material to support the learning, discussion and reflection that will be facilitated in the teleclasses. (And then as part of iCoachPortfolio students will demonstrate their understanding and application of shifting perspective by creating their own Power Tool module.)

Participants are also encouraged to use the Forum to engage with other students and share their thoughts and ideas.

You will learn:

- how to reframe a perspective
- how to assist your clients to identify disempowering perspectives
- how to shift a client from a disempowering perspective to an empowering perspective
- how to use the ICA Power Tools™ in a coaching context

Modules	Teleclasses
Reframing Perspectives	2 classes
Commitment vs Trying	2 classes
Responsibility vs Blame	2 classes
Trust vs Doubt	2 classes
Responding vs Reacting	2 classes
Truth vs Fraud	2 classes
Lightness vs Significance	2 classes
Action vs Delay	2 classes
Respect vs Invalidation	2 classes

Course: iCoachPortfolio

The iCoachPortfolio™ course provides insight that will help your coaching come alive. It is where you really begin to explore who you are as a coach. No two coaches are alike; each coach has his or her own personal style, distinct professional background and particular combination of skills and knowledge outside of coaching.

In this course you will create your own Coaching Model, your own Power Tool; your own Coaching Voice. All these items then go together to make up your very own Coach Portfolio.

You Will Learn

- how to create your own Power Tool™
- how to create your own iCoachModel™
- how to find your authentic 'voice' as a professional coach

Modules

Teleclasses

Create Your Power Tool	2 classes
Create Your Coaching Model	2 classes
Create Your Professional Voice	2 classes

Course: Advanced Coach Portfolio

This is an advanced workshop designed to support you in creating high quality coaching materials. You will receive mentoring and advice from our faculty and have the opportunity to workshop your coaching portfolio with your peers. The materials you develop in this workshop will be 'publish-ready'.

Learning Outcomes

- how to assess the readability and usability of your Power Tool
- how to crystallize and simplify your coaching model
- how to create and develop work that supports your authentic coaching voice
- how to produce work people want to see/hear/read

Modules

Teleclasses

Portfolio Workshop	unlimited
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Course: Practicum

The Coaching Practicum workshops give you an opportunity to apply what is learned in the coach skills training classes and experience actual coaching.

You Will Learn

- to practice coaching aligned to the International Coach Federation competencies
- to understand and articulate the coaching skills and techniques used in your coaching sessions
- to analyze and identify your learning from the coaching session
- to identify and outline your coaching process
- to recognize your strengths and nurture them, recognize your weaknesses and overcome them

Modules	Essential	Certified	Advanced
Coaching Practicum	8 hrs 5-6 classes	18 hrs 12 classes	24 hrs 16 classes

*Note: Each Coaching Practicum class meets for 1.5 hrs

Course: Supervised

The Supervised Coaching classes are the place where you showcase your coaching skills, learned and gathered during the program. You will increase your coaching mastery as you coach and listen to your peers coaching.

You will also be observed by a Professional or Master Certified Coach, who will give you effective feedback to further support your growth as a professional coach and will also assess you against the ICF competencies.

You Will Learn

- how to coach at a high level
- insights from observing advanced level coaching
- confidence in your developing coaching style and skills

Modules	Essential	Certified	Advanced
Supervised Coach	X	18 hrs 12 classes	24 hrs 16 classes

*Note: Each Supervised Coach class meets for 1.5 hrs

Course: Peer Coaching

There are two components to the Peer Coaching Course; coaching and being coached. In many ways this is one of the most powerful parts of the program. It is the place where theory meets practice, where you can implement and apply the many skills and tools you will learn.

As a coach you will have the opportunity to practice the many coaching skills you learn in the program. Then, with the feedback you receive from your client together with our own reflection you have the ability to enter a cycle of continuous improvement.

You will practice:

- Establishing a coaching agreement
- Conducting and structuring a coaching session
- How to move clients forward
- How to identify and remove challenges
- How to complete a coaching agreement

Modules	Essential	Certified	Advanced
Set up Your Peer Coaching	2 classes	2 classes	2 classes
Peer Coaching Workshop	2 classes	4 classes	8 classes

Course: Client Management

Good client management can make or break a coach's practice. In this course you will learn the essentials of client management as well as strategies for dealing with challenging clients.

You will learn the three stages to the client contact, or the "agreement" you have with a coaching client.

You will learn:

- how to set up client expectations
- how to measure and receive feedback from clients
- how to establish a coaching agreement
- how to manage difficult or challenging clients

Modules	Teleclasses
Coaching Contracts	2 classes
Managing Challenging Clients	2 classes