

## Welcome to Learn to Coach - A Personalized Coach Training Experience



Our personalized coach training program is designed for business professionals like you who want better control over where you get your training and how you complete the training experience. In this complex world of work, leaders like you want trainers and developers like us to make it simple and easy for you to gain access to the knowledge required to build skills and boost internal equity and effectiveness.

To facilitate this, we've designed this training experience in a way that allows you to go as fast as you'd like. You can complete this 72-hour program in as little as 8 weeks or as long as 15 weeks. You go at your own pace - no regularly scheduled calls, in-person meetings or other demands on your time, just an end date. You must complete this experience within 6 months of your Orientation call, the first step in your program. That's it.

Why 6 months? [Studies](#) show that focused, concentrated training with optimized space between sessions is advantageous because it allows for more latent, between-session, and post-training learning to emerge. Too much time and you could lose momentum, and even worse, your learning experience could fade.

Our focused training with support from your mentor and coach facilitator ensures that you experience customized development suited to your individual needs at a pace that you control.

To be successful with this program, set aside time each week to:

- a. Read the materials.
- b. Watch the training video.
- c. Make note of key concepts and of items that stand out for you.
- d. Listen to and evaluate the skill demonstration.
- e. Write in your coach training journal.
- f. Complete the homework.
- g. Take the quiz and achieve an 80% pass rate.
- h. Practice coaching.

In addition, all students receive access to our Professional Community where you will interact, brainstorm, and receive guidance and support from fellow and former students and like-minded business professionals. This is a key area for your success.

## **Detailed Program Structure**

This course is divided into 6 Modules that include a thorough review of all 8 ICF Core Competencies, coaching inclusion, and conflict coaching.

### **Module I: Introduction to Coaching**

(12 Hours)

#### **Coaching and Cognition**

In this module, we'll work on how to become more self-aware as a coach, how to establish a coaching mindset and the distinctions of coaching as compared to other forms of development.

- Complete your EQ Assessment and schedule your debrief with Pam.
- Read the materials.
- Watch the training video.
- Make note of key concepts and of items that stand out for you.
- Listen to and evaluate the skill demonstration.

#### **Handouts**

- Review related handouts.
- Write in your coach training journal.

#### **Meet and Greet with Mentor Coach**

### **Module II: Coaching Foundation**

(12 Hours)

In this module, we review the value and importance of coaching Ethics, review the process of coaching, how to establish trust and create a safe coaching environment and experience, plus you'll be introduced to the coaching agreement.

- Read the materials.
- Watch the training video.
- Make note of key concepts and of items that stand out for you.
- Listen to and evaluate the skill demonstration.

## Handouts

- Review related handouts.
- Write in your coach training journal.

## Module Completion Requirements

- Take / pass Quiz 1.
- Turn in recording #1.
- Get feedback/work with Mentor coach.

## **Module III: Coaching Partnership**

(12 Hours)

Listening is a key aspect of being an effective coach, and we'll take a deep dive into how to listen better and how to truly embody a coaching mindset. Plus, we'll examine how you can establish your readiness as a coach for each and every session.

- Read the materials.
- Watch the training video.
- Make note of key concepts and of items that stand out for you.
- Listen to and evaluate the skill demonstration.

## Handouts

- Review related handouts.
- Write in your coach training journal.

## Module Completion Requirements

- Take / pass Quiz 2.
- Turn in recording #2 and complete your homework.
- Get feedback/work with Mentor coach.

## **Module IV: Coaching that Evokes Growth and Awareness**

(12 Hours)

The GROW Model is one of the most popular coaching models available. We'll help you understand how to use it and related models while also examining how to establish a strong Coaching Presence.

- Read the materials.
- Watch the training video.
- Make note of key concepts and of items that stand out for you.
- Listen to and evaluate the skill demonstration.

### Handouts

- Review related handouts.
- Write in your coach training journal.

### Module Completion Requirements

- Take / pass Quiz 3.
- Turn in recording #3 and homework.
- Get feedback/work with Mentor coach.

## **Segment V: Coaching Wrap-up and Way Forward**

(12 Hours)

Take a deeper dive into how to facilitate client insights and learning with tools and powerful questions; learn how to partner with clients to transform learning into insight and action.

- Read the materials.
- Watch the training video.
- Make note of key concepts and of items that stand out for you.
- Listen to and evaluate the skill demonstration.

### Handouts

- Review related handouts.
- Write in your coach training journal.

### Module Completion Requirements

- Take / pass Quiz 4.
- Turn in recording #4 and homework.
- Get feedback/work with Mentor coach.

## **Segment VI Final: Application and Skill Building**

(12 Hours)

Leverage the power of this new skill to coach diverse clients, to coach internally, and to coach conflict situations helping your clients navigate situational roadblocks.

- Read the materials.
- Watch the training video.
- Make note of key concepts and of items that stand out for you.
- Listen to and evaluate the skill demonstration.

## Handouts

- Review related handouts.
- Write in your coach training journal.

## Module Completion Requirements

- Take / pass Comprehensive Final Exam.
- Turn in recording #5 and homework.
- Get feedback/work with Mentor coach.

You must fully complete each segment. This includes completing the quiz (open book and open notes), submit and pass a coach recording in order to move to the next level. You must demonstrate competency and skill development at the ACC level for each segment in order to pass the course.

## Continuous Support

We understand the needs of our students and offer extensive support and follow-up by our certified coaching staff. Should you have questions about lectures, assignments or coaching in general, we ask you to contact your mentor coach or your student support coordinator. Both of these individuals are prepared and equipped to provide you with the guidance you need to succeed in this program and as a professional coach.

## Program Foundation

This program's certification is based on the [eight \(8\) International Coaching Federation \(ICF\) Core Coaching Competencies and Ethical Standards](#). These are the foundational concepts that all first-rate coaching schools follow. Our teaching methodology combines learning these core coaching concepts with assisting you in developing greater self-awareness and confidence. The wonderful thing about coaching is the more self-aware you personally become, the better coach you become for others. Coaching is truly win-win for both the coach and the client.

## Program Delivery

Our Internal Coach Certification program contains **6** interdependent, stand-alone modules. This course is fully complemented with forms, worksheets, planning formats and additional reading. To ensure your success, we provide you with a complete turn-key coaching system which includes:

- An easy-to-follow model of effective coaching.
- An effective client enrollment strategy.
- An introduction to effectively coaching conflict.
- Insights into coaching diverse clients.

- Keys for coaching people managers.
- Coaching session outline guide (you'll know exactly what to say as different situations emerge).
- A full supplemental coach manual containing hundreds of pages of ideas that you can customize to your own personal style and methods of delivery.
- AND SO MUCH MORE!

## **Student Evaluations**

Students are evaluated through mandatory written assignments, recording feedback, 4 segment quizzes and a comprehensive final exam which the student must receive 80% or greater to pass. A time limitation of six (6) months is imposed, however, allowances may be made for individuals requesting time off for health or other related reasons. Upon successful completion of the coaching program, students will receive our ICC Internal Coaching Credential.

## **Bonus Materials**

- Masterful Coach Playbook and Journal
- 4 Mistakes to Avoid When Coaching Virtually
- 4 Practices to Make Coaching Internal Coachees Easier
- 5 Qualities of an Exceptional Internal Coach
- Coaching Models for the Workplace
- Finding the Root Cause of Your Coachees Obstacles
- 10 Ways to React When People Push Your Hot Buttons
- Your Guide to Creating a Conflict Strategy at Work

## **What is included with your course?**

Your course includes everything you need to complete your Internal Coach Certification. Programs are complemented by a complete library of working forms, worksheets, planning formats and additional study materials.

We guarantee no hidden extra costs for your entire program.

Guidance will be provided by an outstanding team of coaching professionals who will provide all the support and assistance you may need to ensure your success.

The question is ... are you ready?

## Online Coach Certifications

At Pamela J. Green Solutions, LLC, we offer a variety of training and development options. When you register you will be able to start right away and complete the course at your own pace.

Upon registration, you will receive:

- Student Manual
- Student Vision
- Instructions on how to download the Quenza App
- Login invitation to gain access to your personalized Quenza account where you can download your Modules, Coach Tools, Coach Forms, and supportive coaching, business, and marketing resources.
- Finally, you will be assigned and introduced to your coach facilitator for support and guidance as you make your way through the materials.

As we've stated before, the course is designed to be completed over 15 weeks, but depending upon your time commitment, availability, and ability to comprehend and work through the material, you may complete the course in a much shorter time frame. Many complete the course in 8-10 weeks.

Questions? We stand ready to support your coach development needs.

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