



CoachPro Academy Coach Education Syllabus 2023



Your journey starts here.

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Why Coach Training?

Our lives and workplaces are full of challenging relationships, complicated issues, and places where we feel stuck. The coaching approach creates a path forward marked by curiosity, respect, and helping people tap into their inner wisdom and resourcefulness. Coach training teaches you to shape environments and conversations where people access their greatest potential resulting in improved lives, relationships, and business outcomes. It also is the path to your own transformation.



Do you crave environments where people access their full potential?



ADLER's Approach

Developed by seasoned leaders and mental health professionals, our curricula are rooted in thought leadership on human thriving, and organizational development. Based on a transformational model of change, our curricula are designed to be human-centred, holistic and integrative. Leveraging the use of small group sessions, practice labs, and dynamic instruction by ICF-certified coaches, students are guided through the nuances of creating coaching conversations that improve lives, relationships and business outcomes.



Contact Information

Courses and Registration:

Please contact the *Engagement Coordinator* at 718.797.2969 or email us at: support@coachproacademyus.com
visit coachproacademyus.com

Billings or Payments:

Please contact *Billing & Accounting of Student Services* at support@coachproacademyus.com

Schedule your PCC Performance Evaluation

Please contact the *Coaching Program Director* at ncortes@adler.ca.

Director of Education:

Please contact raechel@redmaplecoaching.com.

Program Coordinator:

Please contact Leah@coachproacademyus.com

Registration Terms & Conditions

To register for courses,
please email us at support@coachproacademyus.com

Enrollment: All course offerings are listed for the calendar year, so registration for any course can happen at any time prior to 35 days before the course begins. You can register for one course at a time or for multiple courses in one day. Should you wish to register for multiple courses on the same day we simply ask that you ensure that you meet the requirements for each course as many need to be taken sequentially.

Package Deals: Discounts are offered when registering for at least three (4) courses or more. Contact info@coachproacademyus.com for the necessary promo codes.

Payment Plans: To discuss payment plan options please email support@coachproacademyus.com

Enrollment Close Date: Course enrollment closes 21 days before the start date.

Minimum Requirements To Run A Course: All courses require a minimum of six (6) participants in order to ensure dynamic classroom engagement.

Course Cancellations: Should the minimum number of enrollments not be reached, registered students will be notified of the cancellation 21 days prior to the first day of class. They will be given the option to select another set of course dates OR to request a full refund.

Course Refunds: Students are free to unenroll and receive a full refund should they provide a written request to be removed from the course at least 35 days prior to the first day of the course.



Registration Terms & Conditions

Registration Confirmation: Upon registration, students will receive a confirmation email that their payment and course enrollment has been received successfully.

Course Details: About 30 days prior to the first day of class students will receive a welcome email outlining the following:

- Class dates and times
- Instructors & Assistants
- Zoom details
- Required readings and/or textbooks
- Timeline and details for accessing the course materials on the learning platform Brightspace

Course Curriculum & Assignments: All pre-work, curriculum and final assignments can be found on our online learning platform, Brightspace. All assignments are submitted through this learning platform and are due four 4 weeks after the last day of class. Reminders sent will include:

- Online access to materials expires 30 days after the last day of class
- A reminder of the submission of assignments
- Certificates of completion are emailed to students 60 days after the completion of their course



Have Questions About Registration? Contact us at support@coachproacademyus.com

Coach Training Course Offerings

Part 1	Foundations in Professional Coaching
Part 2	Transformational Coaching: Applications to Client Context
Part 3	Deep Coaching: The Coach's Signature Presence
Part 4	Practicum
Part 5	Mentor Coaching
Part 6	Level 2: ADLER Certified Professional coach exam (ACPC) <i>Evaluation for PCC Applicants</i>



Part 1

Foundations in Professional Coaching



32 Hours of Coach Specific Education

21 hours of Classroom Study
11 hours of Independent Study



Prerequisite

Must be age 18 or older



Required Reading

- *The Coaching Habit* by Michael Bungay Stanier
(student to supply own copy)
- *Participant Manual: Foundations of Professional Coaching* (provided in pdf format)



Course Goals

- Identify the WHY of coaching and become anchored in a coaching mindset
- Discover and practice the core coaching competencies as established by the International Coaching Federation
- Practice active listening, asking open-ended questions, and offering acknowledgments
- Discover frameworks and tools that support the coaching conversation: Exploring Strengths, Coaching for Values, Coaching the Inner Critic, Wheel of Life, ABCDE Model
- Discuss and reflect on the relationship between coaching, privilege and marginalization
- Receive real time feedback that supports your growth on ICF Competencies:
 - 3: Establishing and Maintaining Agreements
 - 4: Cultivating Trust and Safety



Part 1 ~ “Foundations of Professional Coaching” (32 hours)

21 Synchronous + 11 Asynchronous

ACC path-\$5,500 Includes part 1, part 2, and part 5

- Summer 2023 - July 19,20,23,24,25 2023 (Virtual 5-Day Intensive) Instructors:
Susanna Muntz
Wed - Thu 10:30am - 5:00pm EST; Sun - Tue 10:30am - 1:30pm EST
July 12, 2023 (Virtual Orientation) - 12:30pm - 1:30pm EST
- Fall 2023 - (Hybrid-10 week program)
Starting in November contact us for details leah@coachproacademyus.com

To register for courses,
please visit coachproacademyus.com



Part 2

Transformational Coaching: Applications to Client Context



30 Hours of Coach Specific Education

18 hours of Classroom Study
12 hours of Independent Study



Prerequisite

Part 1: Foundations in Professional Coaching



Required Reading

- Participant Manual: The Coaching Conversation in the Context of Work (*provided in pdf format*)



Course Goals

- Enhanced proficiency in using the core coaching competencies with a focus on setting agreements and facilitating client growth
- Discover tools that allow you to coach for designing work that reduces stress and improves performance (Working Genius)
- Discover and practice tools that help you coach for having tough conversations as well as giving effective feedback (Radical Candor)
- Awareness of and reflection on the ethical requirements of coaching as outlined by the International Coaching Federation (ICF)
- Receive real time feedback that supports your growth on ICF

Competencies:

- 7: Evoking Awareness
- 8: Facilitating Client Growth



Meets ICF's 60 hour education requirement when combined with Part 1

Part 2 ~ “Transformational Coaching: Applications to Client Context” (30 hours)

18 Synchronous + 12 Asynchronous

ACC path-\$5,500 Includes part 1, part 2, and part 5

- **Fall 2023 -November** (Virtual 5-Day Intensive)
Tentative dates October 18,19, 22, 23, 24
Instructors:TBD
Wed - Thu 9:30am - 3:00pm EST; Sun - Tue 9:30am- 12:30pm EDT
- **Fall 2023 - Hybrid program continued**

To register for courses,
please visit coachproacademyus.com



Part 3

Deep Coaching: The Coach's Signature Presence



30 Hours of Coach Specific Education

20 hours of Classroom Study
10 hours of Independent Study



Prerequisite

Part 1: Foundations in Professional Coaching

Part 2:
Transformational Coaching: Applications to Client Context



Required Reading

- Participant Manual: The Art of Coaching (*provided*)



Course Goals

- 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
- Receive real time feedback that supports your growth on ICF

Competencies:

- 5: Maintaining Presence
- 6: Listening Actively

Part 3 ~ “Deep Coaching: The Coach’s Signature Presence”
\$1,985 (30 hours)
20 Synchronous Hours + 10 Asynchronous Hours

- Winter 2024 - (Virtual 5-Day Intensive)
Contact us for schedule details. support@coachproacademyus.com

To register for courses,
please visit coachproacademyus.com



Part 4

Practicum



46 Hours of Coach Specific Education

24 hours of Classroom Study
22 hours of Independent Study



Required Reading

- “High Performance Habits” by Brendan Burchard
(student to supply own copy)



Course Goals

- Labs focused on each of the 8 Core Competencies
- Practice and hone your approach through coaching dyads
- Preparation for the Performance Evaluation
- Receive real time feedback on a coaching transcript that supports your growth on all 8 ICF Competencies with a focus on Competency 2:
Embodies a Coaching Mindset



Prerequisite

Part 1: Foundations in Professional Coaching

Part 2: Transformational Coaching: Applications of Client Context

Part 3: Deep Coaching: The Coach's Signature Presence



Meets ICF's coach specific education hours for PCC when combined with Parts 1-3

Part 4 ~ “Practicum”
\$3500 (46 hours)
24 Synchronous Hours + 22 Asynchronous Hours

- 2024 -Winter - February
8 Virtual Practicum Labs - 10:30AM - 1:30pm EST
Instructor: TBD

To register for courses,
please visit coachproacademyus.com

Part 5

Mentor Coaching



10 Hours Mentor Coaching

- 6 hours Classroom Study
- 4 hours Independent Study



Prerequisite

- Part 1: Foundations of Professional Coaching
- Part 2: Transformational Coaching: Applications to Client Context
- Minimum of *50 hours* client coaching experience (a minimum of *100 hours* client coaching experience is recommended for individuals wishing to pursue their *PCC* designation)



Course Goals

- Focused sessions on each of the 8 Core Competencies
- 6 hours of small group Mentor Coaching
- 4 hours of one-to-one individual Mentor Coaching with an experienced Mentor Coach
- Preparation for the Performance Evaluation
- Customized feedback that supports your growth on all 8 ICF Competencies



Meets ICF's 10 hours of mentor coaching for ACC/PCC applicants

Part 5 ~ “Mentor Coaching”

\$1,500 (6 Hours Group Coaching + 4 Hours 1:1 Coaching)

ACC path-\$5,500 Includes part 1, part 2, and part 5

- **Fall- 23'-24'**
Virtual Group Mentor Sessions -Nov, Dec, Jan
Instructor: TBD
plus four (4) one-on-one Individual Mentor Sessions to be scheduled separately between the instructor and each student
- **Winter 2024 - Starting February**
Virtual Group Mentor Sessions) - 11:00am - 1:00pm EDT
Instructor: TBD
plus four (4) one-on-one Individual Mentor Sessions to be scheduled separately between the instructor and each student

To register for courses,
please visit coachproacademyus.com



Part 6

ADLER Certified Professional Coach Level Two ADLER Exam



10 Hours of Performance Evaluation

- 1 hour Classroom Study
- 9 hours Independent Study



Do you know which ICF Credential and Application Pathway you will be taking? Check out our resources (p. 13-16) for more information.



Prerequisite

ADLER Level 2 Pathway

- Part 1
- Part 2
- Part 3
- Part 4
- Part 5

Portfolio Pathway

- >125 hours Coach Specific Education
- 10 hours of Mentor Coaching
- 100 hours of coach experience logged



Training Requirements

- Two audio recordings as well as two word-for-word written transcripts of 2 client coaching sessions where the student is in the role of coach
- The recordings should be 30 minutes each in length. The coaching session must be with a regular

client who has hired you as a coach and not in any other capacity and must last

between 30-40 minutes.

Before recording a client, you must receive their written permission to use the recorded session for performance evaluation purposes.



Meets ICF's PCC application requirements when combined with Parts 1-5, and 500 client coaching hours have been completed



Frequently Asked Questions

1. What is ICF?

Answer: This is the body that oversees and manages the credentialing of individual coach practitioners.

2. Do I have to register with the International Coaching Federation (ICF) to practice coaching?

Answer: No. Coaching is currently an unregulated profession, however programs such as ours meet the ICF's stringent educational requirements in order to pursue ACC/PCC designation. If you are in a position (such as a manager) where you are looking to hone your leadership skills, you are in no way obligated to pursue ICF Certification. We simply recommend that you register for Part 1 & 2 Foundations.

3. Why get an ICF Credential?

Answer: Earning an International Coaching Federation (ICF) Credential provides you with instant credibility and increased visibility to prospective clients.

4. Can I meet all of the ICF's requirements to pursue my ACC or PCC credential through ADLER?

Answer: Yes. ADLER's Level Two program has all ICF requirements needed for getting certified as an ACC or PCC level practitioner (coach experience hours must be completed outside of class time, and the ICF ACC/PCC Exams are delivered by the ICF not ADLER, (and the ICF ACC/PCC Exams are delivered by the ICF not ADLER). We only provide the Level 2 exam.

5. Can I switch from ACC to PCC?

Answer: Yes, you can move from the ACC to the PPC path at any time in your coach education journey. You are also welcome to switch from PCC to ACC whenever you like. You will retain any certificates received for coach-specific education hours.



Coach Credentialing Requirements

ICF Credential Requirements

Associate Certified Coach (ACC)

Professional Certified Coach (ACC)

<p>Who pursues this certification?</p>	<p>Those seeking to practice the global standard in coaching. Those seeking to integrate the mindsets, skills and tools of coaching into their work or life.</p>	<p>Those seeking to practice the global standard in coaching. Those who are looking to distinguish their career by a coaching approach.</p>
<p>ICF Certified Coach Specific Education Hours</p> <p>ACC: 60 hours or more</p> <p>PCC: 125 hours or more</p>	<p>Part 1: Foundations in Professional Coaching (32 Hours)</p> <p>Part 2: Transformational Coaching (30 Hours)</p> <p>62 Total Coach Education Hours</p>	<p>Part 1: Foundations in Professional Coaching (32 Hours)</p> <p>Part 2: Transformational Coaching (30 Hours)</p> <p>Part 3: Deep Coaching: The Coach's Signature Presence (30 Hours)</p> <p>Part 4: Practicum (46 Hours)</p> <p>138 Total Coach Education Hours</p>
<p>Mentoring 10 Hours</p>	<p>Part 5: Mentoring (10 Hours)</p>	<p>Part 5: Mentoring (10 Hours)</p>
<p>Performance Evaluation</p> <p>ACC: 1 Coaching transcript we do not provide ACC Level 1 exams</p> <p>PCC: 2 Coaching transcripts</p>		<p>Part 6: PCC Level 2 Performance Evaluation</p>
<p>Client Coaching Hours</p> <p>ACC: 100 hours</p> <p>PCC: 500 hours</p>	<p>These hours are completed and tracked by the coach and submitted to ICF upon application for a credential. There is no ADLER course.</p>	<p>These hours are completed and tracked by the coach and submitted to ICF upon application for a credential. There is no ADLER course.</p>
<p>Credentialing Exam</p>	<p>This exam is delivered by ICF</p>	<p>This exam is delivered by ICF</p>



Glossary of Terms & Resources

ACC (Associate Certified Coach): A Credential that is earned through an application with the ICF, it signifies that you have completed 60 hours of coach specific education, 100 hours of client coaching experience, 10 hours of coach mentorship, have taken the ACC performance evaluation, and have successfully completed the ICF ACC Credentialing Exam.

ACTP (Accredited Coach Training Program): ACTP accreditation is intended for coach training providers who are interested in having their training program accredited by ICF. ACTP accredited programs are considered “all inclusive” training programs, which offer start to finish coach training.

ADLER's Level 2 Program:

Parts 1-5 & 6b for those who wish to pursue PCC certification

This is the most direct path to either ACC or PCC designations

ACSTH (Approved Coach Specific Training Hours): A program that has been accredited by the ICF and contains 60 hours or more of coach specific education and training.

(ADLER's ACSTH Program): we do not offer a Level One ACSTH Program

Parts 1 & 2

Course from our Level Two approved program can be used to obtain ICF credential thru the ACSTH path.

Core Competencies: Sets of intellectual, personal, and social and emotional proficiencies that all students need to develop in order to engage in deep learning and life-long learning. The ICF'S Core Competencies are used to assess a student's proficiency in eight facets of coaching.

**ADLER's educational offerings are up-to-date with the new Core Competencies. Students are taught and assessed in alignment with each of the eight Core Competencies.*



Glossary of Terms & Resources Continued

ICF (International Coaching Federation) Credential and Standards: This is the body that oversees and manages the credentialing of individual coach practitioners.

ICF Credentialing Exam: An exam that is delivered by the ICF, that evaluates ACC and PCC candidates on their knowledge of the 8 Coaching Competencies. As part of the Credentialing process, applicants must pass a Performance Evaluation in

which their coaching will be assessed to the ICF Core Competences. As part of ACSTH

and Portfolio Credential application paths, applicants are required to submit recording(s)

and transcript(s) of coaching sessions for review by trained ICF Assessors.

ICF Credential Pathways: ICF Credentials and Standards offers multiple application paths for coaches to apply for a Credential. The application path you take is dependent upon the accreditation type of the coaching education you received.

Level 1: In 2022, the ICF updates the Core Coaching Competencies that applicants will be assessed on during their ICF Credentialing Exam. Coach Training Institutions have the option of updating their curricula to reflect these new Core Competencies. Training programs that are accredited under the new Core Competencies will be designated as a Level 1 program; a program that offers at least 60 hours of coach specific education and training with the new Core Competencies.



Glossary of Terms & Resources Continued

Level 2: In 2022, the ICF updates the Core Coaching Competencies that applicants will be assessed on during their ICF Credentialing Exam. Coach Training Institutions have the option of updating their curricula to reflect these new Core Competencies. Training programs that are accredited under the new Core Competencies will be designated as a Level 2 program; a program that offers at least 125 hours of coach specific education, 10 hours of coach mentorship, and performance evaluation using the new Core Competencies.

*ADLER's ACTP program is an approved Level 2 Program (as of January 2032)

PCC (Professional Certified Coach): A Credential that is earned through an application with the ICF, it signifies that you have completed at least 125 hours of coach specific education, 500 hours of client coaching experience, 10 hours of coach mentorship, have taken the ACPC performance evaluation, and have successfully completed the ICF ACC Credentialing Exam.

Portfolio Pathway: An ICF Pathway that you may take to apply for your ACC or PCC Credential. Taking this pathway usually means that you have taken coach training from a variety of accredited or non-accredited institutions. This pathway requires detailed record keeping of all coach training related education and training.



Navigating ICF Resources

Earn an ICF Credential

<https://coachingfederation.org/credentials-and-standards>

ICF Credential Path Survey

<https://coachingfederation.org/credentials-and-standards/credential-path-survey>

