



Workplace Coaching Syllabus

**Give Your
Career a Boost**

Delivering ACTP and ACSTH
Training Since 2004



COACHING GOALS

Add coaching to your existing workplace or career

Adding a 'coach approach' to your professional toolkit will benefit yourself, your teams, your peers, your clients, your managers and/or your employers.

THE BENEFITS OF A COACH APPROACH

A new way of working and living that adds true value.

- Improved team cohesiveness and productivity
- Increased employee development, satisfaction and retention
- Improved goal setting and accountability
- Masterful and positive change management
- The opportunity to become an 'expert' in your field
- Improved promotion or career prospects



BLENDED COACH WORKPLACE COACH

INDUSTRY SNAPSHOT

Managers / leaders using coaching skills have received some sort of coach-specific training

93%

The people and organizations who receive/use coaching expect their coaches to be certified/credentialed

55%

Managers/leaders are of the view that coaching should become regulated.

60%

Increase in the number of service professionals now adding coaching

46%

Number of coaches who choose training accredited/approved by a professional coaching organization.

79%

As a Workplace coach you will blend coaching with your existing career, skills and knowledge. You will introduce a 'coach approach' into your workplace to help facilitate and develop yourself and the people you work for, and with.

There are many industries that lend themselves to workplace coaching. The following are just some of the professions that benefit from a coach approach, and often blend coaching into their existing services:

- Teachers and Educators
- Health Practitioners (Nurses, Psychologists, Nutritionists, Chiropractors)
- Human Resource Professionals
- Project Managers
- Accountants or Financial Planners
- Fitness Instructors, Personal Trainers, Yoga Instructors
- Trainers and Consultants
- Military personnel

CURRICULUM

Coaching Courses & Modules

All our training is mapped across ICF competencies and our curriculum is designed to be flexible and contextual - we teach you the core skills to take into any market, any niche, any context.



Core Curriculum

Guided Learning

In this part of the course you will read and reflect on modules taken from our ACTP program.

You will learn the difference between coaching and other forms of “helping” such as consulting, mentoring, training, therapy etc. We also look at the ICF Competencies and PCC Markers; what they are, how they are different and how they show up in your training. The main aim of these modules is to give you the essential tools and understandings you need to set up, design and conduct a coaching session - an understanding of Coaching Ethics, the all important Coaching Agreement and basic Coaching Session Design.

Coaching Labs

Coaching Labs are hands-on coaching sessions

designed to give students feedback on their coaching in the context of a specific ICF competency. Using a “Stop the Clock” technique, your coach trainer will interrupt the coaching session whenever they observe an ICF Competency in practice.

Theory Classes

These modules provide an introduction and understanding of knowledge and skills required to coach. For each module in this section you will attend a live class via Zoom.

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.

Coach Portfolio

Every coach develops a unique coaching model

One of the elements of our training that we are most proud of is that we teach our students to create their own coaching model. So, we ask you to answer the question - how would you like to coach? And, then provide the tools, guidance and learning needed for them to create their own coaching model.

Case Study

Leverage your real life work experiences to develop your coaching knowledge

You will develop a case study around coaching that draws on a specific workplace issue or challenge



Power Tools

In this course we cover the most fundamental coaching skill - the act of "reframing" a perspective. You learn how the ICA Power Tools can be used to resolve conflict and create new ways of thinking.

In Reframing Perspectives you will learn about the role belief and perspective play in the outcomes a client can achieve for themselves. Furthermore, you will learn how the FlipIt Framework can be used in coaching to bring about change. In the remainder of the course we will look at what we call Power Tools which methods of moving a client from one, disempowering perspective to another, empowering perspective.



The Power Tools are unique to ICA. They were first developed in 2001 and are a central feature of our curriculum. All students at ICA learn how to use the Power Tools to reframe a clients perspective, and every student graduates with their own unique Power Tool.

TRYING
vs **COMMITMENT**

BLAME
vs **RESPONSIBILITY**

DOUBT
vs **TRUST**

INVALIDATION
vs **RESPECT**

SIGNIFICANCE
vs **LIGHTNESS**

DELAY
vs **ACTION**

REACTING
vs **RESPONDING**

FRAUD
vs **TRUTH**

Peer Coaching

Peer Coaching gives you the opportunity to refine and develop your coaching skills, and practice incorporating the ICF competencies and markers into your coaching sessions. And, the coaching can be counted towards the paid (barter) hours needed for an ICF credential.



The ICA logo consists of the letters 'ICA' in a bold, white, sans-serif font, centered within a black speech bubble shape. This speech bubble is set against a solid orange circular background. A striped ribbon, with alternating dark red and white diagonal stripes, is positioned at the top left, appearing to hold the orange circle in place.

ICA

A faint, dotted world map is visible in the background of the page, rendered in a light grey color. A large, dark red circular shape overlaps the bottom right corner of the page, serving as a background for the contact information.

Australia

PO Box 3190,
Mentone East
Vic, 3194
Australia

Hong Kong

31/F, Tower Two, Times Square,
1 Matheson Street,
Causeway Bay
Hong Kong

Singapore

3 Fraser Street
Duo Tower Level 8
Singapore 189352