

ACTP TRAINING PROGRAMME  
FOR COACHES & MANAGERS

# ROOT



BECOME A CERTIFIED COACH - PART 1

# ACTP TRAINING PROGRAMME: ROOT

ROOT is the first part of our ACTP programme, 'ROOT-GROW', which leads you to ICF certification at ACC or PCC level, without having to take a separate examination with the ICF. It is an innovative programme designed to hone your coaching skills and teach you to coach on the basis of changes in behaviour and attitude. It is continuously and flexibly adapted to the challenges that characterise our VUCA world - Volatile, Uncertain,

## WHAT CAN YOU EXPECT?

### PROCESS LEARNING, EXPERIENCE LEARNING AND INTERACTIVE CONTENT & FEEDBACK LEARNING

Throughout the training course, we aim to offer you, the participant, the best possible training experience that has a real impact on your abilities and attitude as a coach. We are therefore adding an **interactive content & feedback learning aspect**: this is **experience learning** at its best. The aim is to promote your decisiveness as a coach so that you can tackle 'unforeseen factors' in coaching and leadership with agility. Your ROOT training is therefore less technical and more an 'experience' of coaching as a profession. After the ROOT course, you will be able to coach at 'single loop' level, that is in the field of developing competencies, influencing actions and context.

#### Our aims:

- To be able to apply your coaching abilities more **directly**: to talk about it less, less theory and more supervised coaching sessions with direct feedback and a plan of action and reflection
- More **depth** in your own learning process: learning to come out of your comfort zone from the comfort of your seat as an individual, as well
- More **preparation**: you are given much of the theory as 'prereading', for example in the form of white papers, book summaries with research assignments and short films
- An extensive toolbox, backed up by skills, attitude and techniques and tips for use in practice.

## FOR WHOM?

Everyone who wants to find out to discover what coaching is, as a skill and an attitude, and how it can contribute towards improving performance and developing potential is welcome. No coaching experience is necessary.

We are thinking of the following target groups:

- Line managers who want to adopt a more development-oriented attitude when dealing with their people / colleagues
- Internal coaches with less than 50 hours of express coaching experience
- HR specialists who would like to focus on coaching
- Consultants seeking to enrich their advisory style by integrating a coaching style, etc.

## SUPPORT

- **Coach-the-coach** - (2 x 2 hours) of personal coaching per participant
- **Group supervision** - at least 8 hours of extensive coaching exercises. You receive personal feedback on two occasions and also learn from observing exercises undertaken by colleagues
- **Collegial coaching** - Between the training modules, each participant is expected to spend at least four hours with a colleague to practice and process the material covered during the previous module
- **Personal Development Plan (PDP)** forms the guiding thread through this course for every participant
- **ROOT © competency**: your skills are screened at ACC level (Associated Certified Coach), based on the 11 ICF competencies.

## LIKE A TASTE?

Download the white paper "Transformative leadership" on the website. The directive leadership makes way for transformative leadership that values self-management and ownership.



# PROGRAMME

## COACHING A SKILL, AN ATTITUDE AND A PROFESSION

### What is coaching and what are the levels at which you can coach?

- What is coaching and what is it?
- The basic attitude and beliefs of the coach
- The structure of a coaching discussion
- The interventions and competencies of the coach
- The developmental path of the human being
- Levels and themes of coaching
- Coaching and other professions

### Focus on explorative skills

- What is empathic listening?
- Listening with all your senses
- The power and effect of re-formulation and re-contextualisation
- Being connected to the coachee and yet observing

### Structuring a coaching session

- Building a process based on a targeted structure

## REFINING YOUR COACHING COMPETENCIES

### Really listening

- What is listening in a coaching discussion
- Listening in the here and now: experiencing it
- Presuppositions for listening
- Listening in dimensions
- Meta model
- Calibrating
- Report: Pacing & Leading, Matching & Mismatching, VAKOG
- Index computations

### Powerful questioning

- Decision-making model: WAC questions
- The difference between coaching questions and other questions
- Asking questions that help the coachee achieve awareness

### Promoting direct communication

- Re-formulating in depth
- Exploring perspectives from different positions

## RESULTS-ORIENTED COACHING

### Results-oriented approach

- The coach state, boundaries, self-regulation and containment
- Results-oriented versus results-driven
- Defining the outcome of a coaching path
- Course objective, formal conditions, resources and stoppers
- Creative tension - comfort zone, stretch vs stress
- Towards & Away From - dimensions of motivation
- Value-based coaching: values as motivator
- PERFORM - Single Loop Coaching

### Confrontation skills

- Appreciation and feedback in coaching
- Different forms of FB
- Criticism vs feedback
- Confrontation at various levels: observations, feelings, insights, oppositions

### MODULE 1

### MODULE 2

### MODULE 3



## MODULE 4

# DEVELOPING COMPETENCIES IN A CHANGING WORLD

### The learning process and the context

- The coachee's learning process and possible pitfalls
- Optimising context conditions
- Change processes

### Developing competencies

- What are competencies?
- What is specific to developing competencies?
- Applying a coaching method to the development of competencies

### I, as a coach, in a working environment

- My basic attitude as a coach
- The coaching contract
- Ethical aspects

### Evaluation

- My development path as a coach

## ROOT© CERTIFICATION (1 DAY)

Root© competency screening focusing on validating your command of the 11 ICF competencies

## DATA & INVESTMENT

- Consult the dates & price on [www.trainingcoachingsquare.be/en](http://www.trainingcoachingsquare.be/en)
- This course is CCEU-approved and can therefore be used for ACC, PCC or MCC renewal.
- The subsidies via the KMO-Portefeuille or the Brussels-Capital Region are applicable

## REGISTRATION

You can register via the registration form on [www.trainingcoachingsquare.be/en](http://www.trainingcoachingsquare.be/en) where you will also find all course dates. All courses take place in **The House To Be**, Z.1. Research park 210, 1731 Zellik.

### Want to know more?

Feel free to send an email to [contact@coachingsquare.be](mailto:contact@coachingsquare.be)



### Location for training courses

The House To Be  
Zone 1 - Researchpark 210  
1731 Zellik

[info@trainingcoachingsquare.com](mailto:info@trainingcoachingsquare.com)  
[www.trainingcoachingsquare.com](http://www.trainingcoachingsquare.com)



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